

Job Title: Distribution Logistics Assistant

Job Summary: Assist with the logistics of distributing cannabis and cannabis-infused products to retail dispensaries.

Salary:

Duties and Responsibilities:

- Assist with all logistics operations and monitor the flow of inventory, using logistics information systems to track vehicles or containers.
- Assist with correctly inputting logistics data and communicating effectively with customers and vendors, either in person, telephone or through email correspondence.
- Achieve daily output goals as assigned.
- Assist Logistics Manager in preparing reports, planning budgets, setting distribution schedules, pricing products, and making purchasing decisions based on estimated consumer demand, sales data, and industry knowledge.
- Assist in preparing reports on logistics elements, such as availability, maintainability, reliability, supply chain management, strategic sourcing or distribution, supplier management, and transportation.
- Assist with ensuring compliance and accuracy involving all product tracking, product security, and product movement procedures.
- Assist with proactive logistics planning for future orders based on current availability, transportation costs, procurement, back orders, or delivery processes.
- Assist with routing or rerouting drivers in real time with remote route navigation software, satellite linkup systems, or global positioning systems (GPS) to improve operational efficiencies.
- Review customer purchase orders and pull supplies from inventory and prepare them for delivery.
- Assist with computing reporting metrics, such as on-time delivery rates, order fulfillment rates, or inventory turns.
- Assist with sourcing supplies and equipment as need and approved.
- Assist with maintaining accurate inventory, and complete weekly reconciliation audits in the state-required seed to sale tracking system.
- Maintain warehouse cleanliness and organization, including any areas where product is stored.
- Follow all logistics processes utilizing the company's logistics management system.
- Ensure product is moved in an efficient, safe, and orderly fashion, and work to maximize the effectiveness of the space.
- Review, understand, apply, and comply with all Standard Operating Procedures.
- Receive and check inbound supplies, and materials for accuracy and place in the proper location.
- Continually strive to improve Company's processes for improved safety, quality, and efficiency.

- Cross-train on inventory protocols and work alongside other facility teams to coordinate schedules and goals.
- Help maintain payment systems to ensure accuracy of vendor payments.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- This job operates in a warehouse environment.
- Uneven surfaces, stand/sit long periods of time, bending/stooping, or hard surfaces.
- May be required to work outdoors and/or during inclement weather.

Minimum Qualifications:

Age: 18 years of age

Education: High school diploma or equivalent

Experience:

- Prior inventory, logistics, or warehouse experience preferred.
- May be required to obtain forklift operator certification.

EEO Statement: [Company Name] is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. [Company Name] makes hiring decisions based solely on qualifications, merit, and business needs at the time.