

**Job Title:** Distribution Logistics Manager

**Job Summary:** Use prior experience to supervise all aspects of distributing cannabis and cannabis-infused products. This includes leading overall logistics and distribution strategy, scheduling, compliance with cannabis regulations and labor laws, staffing, and record-keeping.

**Salary:**

**Duties and Responsibilities:**

- Oversee all logistics operations and monitor the flow of inventory, using logistics information systems to track vehicles or containers in an efficient manner that also complies with state regulations, SOPs, and all applicable procedures.
- Correctly input logistics data and communicate effectively with customers and vendors, either in person, telephone or through email correspondence.
- Have a deep understanding of logistics issues and able to recommend and implement solutions.
- Assist General Manager, Inventory Manager, and Sales team in preparing reports, planning budgets, setting distribution schedules, pricing products, and making purchasing decisions based on estimated consumer demand, sales data, and industry knowledge.
- Prepare reports on logistics elements, such as availability, maintainability, reliability, supply chain management, strategic sourcing or distribution, supplier management, and transportation.
- Monitor inventory transactions at warehouse facilities to assess receiving, storage, shipping, or inventory integrity.
- Proactive logistics planning for future orders based on current availability, transportation costs, procurement, back orders, or delivery processes.
- Route or reroute 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.
- Compute reporting metrics, such as on-time delivery rates, order fulfillment rates, or inventory turns.
- Source supplies and equipment as need and approved.
- Ensure compliance and accuracy involving all product tracking, product security, and product movement procedures.
- Maintain accurate inventory, and complete weekly reconciliation audits in the state-required seed to sale tracking system.
- Control all inventory logistics utilizing the company's inventory management system.
- Oversee cleanup of work areas and disposal of debris and waste.
- Assign daily output goals to Inventory Associates.
- Continually strive to improve Company's processes for improved safety, quality, and efficiency.

- Assist with staff onboarding and new hire training completion.
- Assist with continuous training and career development with staff.
- 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.
- Actively participate in the recruitment, interview, and hire process of filling open positions.
- Receive and check inbound supplies, and materials for accuracy and place in the proper location.
- Cross-train on inventory protocols and work alongside other facility teams to coordinate schedules and goals.
- 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:

- Minimum of 1 year of experience in a related field OR industry-recognized training or education in a related field.
- Prior inventory, logistics, or warehouse experience preferred.
- Prior supervisory or management experience in a related field preferred.
- Intermediate-level math skills.
- Strong computer-based skills
- 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.

EXAMPLE