Job Title: Extraction Manager

Job Summary: Use prior experience to lead and supervise all aspects of converting cannabis flower material into cannabis oil. This includes overseeing overall extraction strategy, scheduling, compliance with cannabis regulations and labor laws, staffing, research and development, and record-keeping.

Salary:

Duties and Responsibilities:

- Oversee all extraction, filling and manufacturing procedures in an efficient manner that also complies with state regulations, GMPs, SOPs, and all applicable laboratory procedures, in conjunction with all other laboratory procedures taking place in the facility.
- Create and oversee extraction strategy, including sourcing of equipment and materials.
- Ensure clean environment through staff removal and disposal of debris and processing waste after extraction activities are complete.
- Set any required activity performance counts.
- Assist in preparing reports, planning budgets, setting production schedules, pricing products, and making purchasing decisions based on estimated consumer demand, sales data, and industry knowledge.
- Write and train on basic principles of batch records, extraction SOPs, and sanitation.
- Ensure all tasks are completed in a safe and efficient manner.
- Have a deep understanding of extraction issues (i.e. yield, quality, etc.) and able to recommend and implement solutions.
- Oversee record keeping and reporting, including inventory and other data categories.
- Supervise Extraction Associates as part of a high-performance team.
- Mentor and trains Extraction team on standard processes and operating procedures.
- Oversee day to day assignments and performance of Extraction team, including setting work schedules.
- Ensure performance of corrective and preventative maintenance on associated equipment as required to maintain efficient operations.
- Ensure compliance and accuracy involving all product tracking, product security, and product movement procedures utilizing state required seed-to-sale software.
- Oversee in-process and post-process quality assurance sampling, testing, and visual inspections to ensure all product meets or exceeds Company's specifications.
- Oversee the scheduling of sample submission for analytical testing.
- Continually strive to improve Company's processes and product for improved safety, quality, and efficient manufacturing.
- Oversee sourcing of lab and processing equipment supplies and inventory.
- Actively participate in the recruitment, interview, and hire process of filling open positions.
- Assist with staff onboarding and new hire training completion.

- Assist with continuous training and career development with staff.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- This job operates in an extraction or laboratory environment.
- Uneven surfaces, stand/sit long periods of time, bending/stooping, or hard surfaces.
- Required to wear PPE.

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 extraction experience preferred.
- Prior supervisory or management experience in a related field preferred.
- Intermediate-level math skills.
  Strong computer-based skills.

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.