

Job Title: Infusion Manager

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

Salary:

Duties and Responsibilities:

- Oversee all infusion, product formulation, mixing, weighing, filling, and manufacturing procedures in an efficient manner that also complies with state regulations, GMPs, SOPs, and all applicable laboratory procedures and production schedules.
- Create and oversee infusion strategy, including sourcing of equipment and materials.
- Responsible for a high level of record keeping and reporting of all activities involving any cannabis product.
- Fully proficient in all areas of infusion in relations to the company's manufacturing and packaging of product and continually strives to improve company's processes and products for improved safety, quality, and efficient manufacturing.
- 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.
- Supervise, mentor, and train Infusion staff as part of a high-performance team, including scheduling and overseeing task assignment.
- Oversee direct report's performance, lead staff performance management, succession planning, development of members strengths, and improvement of weaknesses.
- Actively participate in the recruitment, interview, and hire process of filling open.
- Ensure compliance and accuracy involving all product tracking, product security, and product movement procedures utilizing state required seed-to-sale software
- Write, train, and oversee basic principles of batch records, infusion SOPs, and sanitation.
- Have a deep understanding of infusion issues (i.e. production loss, quality, etc.) and able to recommend and implement solutions.
- Lead and execute in-process and post-process quality assurance testing and conduct visual inspections to ensure all product meets or exceed Company's specifications and expectations with a high degree of accuracy.
- Set any required activity performance counts.
- Oversee daily equipment checks and calibrations and corrective and preventative maintenance on associated equipment as required to maintain efficient operations.
- Ensure clean environment through staff removal and disposal of debris and processing waste after infusion activities are complete.
- Oversee the monitoring and management of infusion equipment supplies and inventory.
- Oversee the scheduling of sample submission for analytical testing.
- Train teams to roll out new product lines.

- Develop strong internal partnerships to proactively plan and prioritize the formulation workload.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- This job operates in an infusion 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 infusion 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.