

**Job Title:** Processing Inventory Assistant

**Job Summary:** Assist with inventory and warehouse management of cannabis oil and infused products.

**Salary:**

**Duties and Responsibilities:**

- Assist with all warehouse and inventory operations and controls including sell through rates, analyzing customer purchasing habits, markdowns, destruction, and removal of product.
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- Assist with correctly completing the input of all required data entry (logging transactions, transfers, and daily intake/outgoing product) using internal tracking and point of sale software and state-required electronic record keeping systems.
- Assist with identifying problems, such as damages, shortages, or nonconformance of products, and document these issues for Processing Inventory Manager.
- Assist with receiving, inspecting, and storing all finished product and ensuring packaging and labeling meeting regulatory requirements and product safety standards.
- Achieve daily output goals as assigned.
- Assist Inventory 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.
- Read and analyze inventory related documents and reports.
- Assist with inventory planning for future orders and current availability.
- Assist with reviewing customer purchase orders and pulling supplies from inventory and preparing them for delivery.
- Assist with source supplies and equipment as needed and approved.
- Maintain workspace cleanliness and organization, including any areas where product is stored.
- Assist with maintaining accurate inventory, and complete weekly reconciliation audits in the state-required seed to sale tracking system.
- Assist with ensuring compliance and accuracy involving all product tracking, product security, and product movement procedures.
- Assist with the resolution of discrepancies in inventory procedures and/or product.
- Maintain stored product in a neat and orderly fashion, and work to maximize the effectiveness of the space.
- Review, understand, apply, and comply with all standard operating procedures.
- Assist with receiving and checking inbound supplies, ingredients, 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.
- 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 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.