

Job Title: Processing Inventory Manager

Job Summary: Use prior experience to lead and supervise all aspects of inventory and warehouse management of cannabis oil and infused products. This includes overseeing overall inventory strategy, scheduling, compliance with cannabis regulations and labor laws, staffing, and record-keeping.

Salary:

Duties and Responsibilities:

- Lead all inventory operations and controls including sell through rates, analyzing customer purchasing habits, markdowns, destruction, and removal of product.
- Supervise the completion of 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 in preparing reports, planning budgets, setting production schedules, pricing products, and making purchasing decisions based on estimated consumer demand, sales data, and industry knowledge.
- Read, analyze, and interpret inventory related documents and reports.
- Receive, inspect, and store all finished product and ensure packaging and labeling meeting regulatory requirements and product safety standards.
- Proactive inventory planning for future orders and current availability.
- Review customer purchase orders and pull supplies from inventory and prepare them for delivery.
- Source supplies and equipment as need and approved.
- Help design and implement Company's standard operating procedures, including protocols for safety, sanitation, customer service, and security including cash handling, locked storage of product, and recognizing risk.
- Maintain accurate inventory, and complete weekly reconciliation audits in the state-required seed to sale tracking system.
- Control all inventory processes utilizing the company's inventory management system.
- Analyze, run reports, and resolve 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.
- Receive and check inbound supplies, ingredients, 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.
- Ensure compliance with state and local rules.
- Actively participate in the recruitment, interviewing, and hiring processes for filling open positions in a timely manner based on store performance and volume.
- Ensure staff onboarding and new hire training completion.
- Manage continuous training and career development with staff.

- Oversee direct reports performance and deliver inventory specialists' performance appraisals in partnership with upper management; collaborate on team member' performance management, succession planning, development of members strengths, and improvement of weaknesses.
- Manage direct reports' schedules, time, and attendance, and leave requests.
- Conduct investigations as necessary, coach inventory specialists on performance, attendance, violation of company and compliance policies, and carry through disciplinary actions, up to and including terminations, in partnership with upper management and HR.
- 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 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.