

Job Title: Sampling Director

Job Summary: Directly responsible for overall operation of a cannabis sampling firm, including the supervision of other staff.

Salary:

Duties and Responsibilities:

- Oversee the routine and non-routine sampling and transportation of cannabis product or medical cannabis and any other intermediates or forms using appropriate equipment, instrumentation, and methods.
- Oversee the collection and transportation of cannabis samples for testing by laboratories ensuring samples meet internal and state requirements, including minimum sample size.
- Ensure sample integrity during transport by maintaining environmental conditions that would not impact the cannabis product or medical cannabis, including but not limited to, avoiding temperature and humidity extremes.
- Ensure a chain of custody form is maintained for every sample taken.
- Perform duties in a safe manner while adhering to Company SOP's, GMP, and all state regulations.
- Responsible for ensuring data integrity per internal protocols and state regulations.
- Ensure compliance and accuracy involving all product security, product movement and disposal procedures.
- Continually strive to improve Company's processes and products for improved safety, quality, and efficient manufacturing.
- Perform equipment checks, instrument calibrations, and assist in restocking consumables and supplies.
- Maintain, clean, or sterilize instruments, equipment, and workspaces.
- Lead all sampling operations, set best practices, and perform internal audits designed to evaluate risk and test internal controls, as well as identify opportunities for more efficient operational processes in compliance with state and federal regulations, GMPs, SOPs, and all applicable sampling procedures.
- Design and implement Company's standard operating procedures and sampling goals.
- Prepare reports, plan budgets, set sampling schedules, price services, and make purchasing and sourcing decisions based on estimated customer demand, sales data, and industry knowledge.
- Oversee and mentor staff and provide leadership, training, guidance, and support to staff that fosters continuous learning and improvement in performance and efficiency.
- Oversee sourcing of equipment, ingredients, and materials.
- Ensure clean environment through staff removal and disposing of all waste, cleaning, and sanitizing all rooms and tools used daily.
- Analyze data to monitor efficiency and sales metrics.
- Set any required activity performance counts.

- Support customer service and business development.
- Establish, implement, and audit billing procedures as it pertains to preparing deposits and daily cash reconciliation.
- Have a deep understanding of sampling issues and able to recommend and implement solutions.
- Review testing studies, technological and method advances, and regulatory standards and trends to stay abreast of issues in the field.
- Oversee banking, insurance, and other business relationships, including assisting accounts payable and receivable.
- Assist in the supervision of the security protocols to ensure acceptable standards are maintained for the overall safety and upkeep.
- Maintain an expert-level knowledge of state-required seed to sale tracking system and provide training to staff.
- Actively participate in the recruitment, interview, and hire process of filling open positions in a timely manner based on processing performance and volume.
- Ensure staff onboarding and new hire training completion.
- Manage continuous training and career development with staff.
- Oversee all staff performance, lead staff performance management, succession planning, development of members strengths, and improvement of weaknesses.
- Conduct investigations as necessary, coach staff on performance, attendance, violation of company, and compliance policies, and carry through disciplinary actions, up to and including terminations, in partnership with HR.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- May be working in a cultivation, warehouse, or laboratory environment.
- Ability to perform repetitive tasks for extended periods of time.
- Required to wear PPE.
- Uneven or surfaces, stand/sit long periods of time, bending/stooping, and getting in and out of an automobile several times a day.

Minimum Qualifications:

Age: 21 years of age

Education/Experience:

- High school diploma or equivalent
- Documented training, and/or experience in sampling and transportation procedures.
- Possess a strong working knowledge of all sampling and transportation methods for which they perform.
- Prior supervisory or management experience in a related field preferred.
- Knowledge and understanding of cannabis regulations for the local market.

- Knowledge of Good Manufacturing Practices preferred.
- Strong computer-based skills.
- Valid driver's license.

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