

**Job Title:** Processing Sales Manager

**Job Summary:** Use prior experience to lead and supervise all aspects of sales and marketing operations for wholesale of extracted cannabis oil and cannabis infused products to dispensaries for retail sale or wholesale to manufacturing operators for infusion.

**Salary:**

**Duties and Responsibilities:**

- Lead all sales operations, set best practices, and perform internal audits designed to evaluate performance, as well as identify opportunities for more efficient operational processes.
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates.
- Prepare and negotiate sales contracts and order forms.
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
- Monitor market conditions, product innovations, competitors' products, prices, sales, regulatory and legal conditions.
- Perform administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports.
- Set sales goals and initiatives, and adjust pricing, promotions, and tactics based on need and industry knowledge.
- Prepare reports, budgets, and ensure proper record-keeping practices to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- Oversee day to day assignments of sales staff, including setting work schedules.
- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, providing education, and attending trade shows and conferences.
- Negotiate with retail merchants to improve product exposure, such as shelf positioning and customer education.
- Forward orders to packing and logistics staff.
- Ensure completed delivery of products.
- Meet and exceed personal sales volume and goals.
- Execute high customer experience standards, to include a world-class culture and industry-leading customer engagement through strong sales techniques and product knowledge.
- Oversee and mentor staff and provide leadership, training, guidance, and support to staff that fosters continuous learning and improvement in performance.
- Actively participate in the recruitment, interview, and hire process of filling open positions in a timely manner based on nursery performance and volume.

- Ensure staff onboarding and new hire training completion.
- Manage continuous training and career development with staff.
- Interact with other internal groups to provide customer feedback and process improvement suggestions.
- Complies with all security, safety, and legal requirements.
- This role routinely uses standard office equipment, technology, and software.

**Working Environment:**

- May require local and state-wide travel.
- May be working in a processing environment, which can include no natural light and louder than normal ambient noise.
- 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 previous sales experience in a fast-paced environment OR industry-recognized training or education in sales or a related field.
- Prior supervisory or management experience in a related field preferred.
- Intermediate-level math skills.
- Exceptional customer service skills.
- Strong computer-based skills.
- Valid driver's license, depending on the location.

**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.