

First State Compassion Job Description
Inventory Associate
Inventory/Operations

STATUS:
LOCATION:

Full-Time Hourly Non-Exempt
Wilmington, DE

JOB SUMMARY:

The Inventory Associate is responsible for input and labeling all inventory into point-of-sale inventory tracking software at the bulk level and reconciliation of bulk amounts after inventory is apportioned into smaller amounts and ancillary products. The Inventory Associate also works in conjunction with all department managers, especially with the trimming and packing functions of the Center in compliance with State law.

REQUIRED SKILLS AND ABILITIES:

- Good communication and interpersonal skills.
- Ability to adapt to an ever-changing environment.
- Ability to adhere to and follow strict policies, SOP's, and guidelines.
- Must have a positive attitude.
- Must be goal-oriented.
- Must possess the ability to work well with others in a team-centric atmosphere.
- Must be punctual, and reliable.
- Must possess problem-solving skills.
- Good computer skills with basic knowledge of the MS Office Suite (Word, Excel, Outlook).
- Must possess problem-solving skills.
- Knowledge of Inventory software system.
- Is responsible for maintaining accurate daily, weekly, and monthly reports on all inventory of Cannabis.
- Ability to work with digital scales.
- Maintain strict hygiene standards and a clean workspace.
- Account for all components of inventory.
- Work collaboratively with the Cultivation department on scheduling and output of medicine.
- Thorough understanding of units of measure.

- Understanding of label-making software and interface with a point-of-sale system.
- Ability to communicate clearly and effectively in all situations with coworkers and supervisors.
- Knows medical cannabis, medical cannabis effects, and conditions that can be treated with medical cannabis.
- Needs to be very organized and patient.
- Ability to work under pressure without losing composure.
- Ability to meet the needs of administrators without constant supervision.
- Ability to solve practical problems and operate a computer, printer, and radio.
- Ability to multi-task many diverse types of workloads in a hectic environment.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent required. Degree or experience in a similar and/or related field is preferred.