

**First State Compassion Job**  
**Description Inventory Associate**  
**Inventory/Operations**

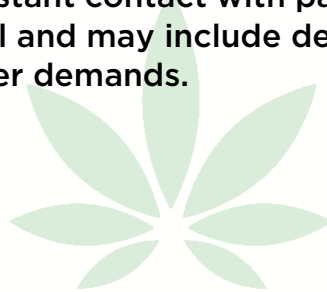
STATUS:	Hourly Non-Exempt
SUPERVISED BY:	Inventory Manager
SUPERVISES:	NONE
JOB CAN BE PERFORMED REMOTELY:	No
JOB REQUIRES TRAVEL:	No

**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.

**TYPICAL WORKING CONDITIONS/ENVIRONMENT:**

- Work is performed in a busy medical cannabis facility and inventory vault.
- Will be in almost constant contact with patients and co-workers.
- Work can be stressful and may include dealing with difficult patients and co-worker demands.



## **JOB DUTIES AND RESPONSIBILITIES:**

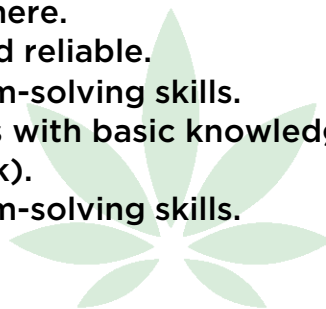
- Coordinates with the Trim & Pack Manager to ensure the steady flow of medicine in a variety of weights and preparations.
- Collaborates with the Inventory Manager on inventory needs.
- Ensures that all product is accounted for within the point-of-sale system.
- Produce labels for all medical products in conjunction with State regulations.
- Conduct daily reconciliation of dispensary cannabis and Cannabis-Infused Products (CIP) inventories.
- Work with the Inventory Manager to conduct a weekly inventory of all cannabis and CIP inventories for dispensary and secure storage.
- Work with the Inventory Manager to conduct a monthly comprehensive inventory of all cannabis and CIP in cultivation, storage, and dispensary.
- Run inventory reports regularly.
- Work additional hours as needed.
- All tasks otherwise assigned by Management.

## **REQUIRED PHYSICAL DEMANDS:**

- Must be able to lift to 25 pounds at a time.
- Must be able to stand on feet for long periods.
- Must be able to bend, stoop, stand, or walk for long periods.
- The normal range of hearing & eyesight is required (can be corrected).
- Frequent computer use.

## **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.

