

## Natural Apothecary LLC – Back End Manager (Inventory / Compliance)

Natural Apothecary LLC (NA) has one primary goal, passion, and priority in the legal cannabis industry, providing safe access to the highest quality legal cannabis products. There are a number of people who will benefit from legal cannabis access in New Jersey. NA intends to provide high quality cannabis products to our customers while being great corporate citizens in each town that we operate within

### **Job Summary**

The Back-End Manager is responsible for maintaining accurate inventory and compliance standards within the dispensary. They drive sales through maintaining an up to date and stocked online and in-store menu. They ensure all NA policies and regulatory requirements are adhered to. The Back-End Manager reports to the Dispensary Store General Manager.

### **Duties & Responsibilities**

- Maintain accurate counts of all inventories by doing daily counts and performing reconciliations when necessary
- Ensure that all product is properly tagged according to state and local regulations and is accompanied by all necessary paperwork
- Reconcile inventory to ensure that all information is accurately porting to the state system and no malfunctions are occurring
- Keep a clean and well-organized shop/Storage area that allows for unencumbered access to product, sinks, cleaning areas, and workstations
- Maintain all delivery records and invoices according to the methods prescribed by the General Manager and state regulations
- Ensure that all items meet the required quality standards and specifications
- Generate purchase orders or transfers to fulfill sale order requirements
- Run and maintain inventory level reports

### **Qualifications**

- Ability to collaborate and work with others, while also able to work with limited supervision
- 3-5 years of experience within inventory and compliance
- 1-3 years of experience within a retail environment
- Ability to work in a fast-paced environment
- Must meet age requirement as outlined by state cannabis agencies
- Able to pass all background checks/fingerprinting as required by state cannabis agencies
- Able to provide valid badging/credentials as required by state cannabis agencies

### **Education**

- High school diploma/GED required
- Bachelors Degree Preferred
- Equivalent combination of work/education experience accepted

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### **Skills**

- Customer Focused: Dedicated to creating a memorable experience for internal customers; viewed as a good listener and is easy to approach; understands the customers' needs and be patient.
- Drives Sales: Understands shopping patterns; can identify sales opportunities
- Relationship Building Viewed as a truthful individual who shares authentic feedback in a respectful manner; takes responsibility for mistakes and offers impactful solutions; recognizes strengths and weaknesses of each staff member
- Technology troubleshooting and maintenance

### **Working Conditions**

- Work is performed inside the dispensary
- Occasional work outside (inventory intake / delivery)
- Involves interactions with staff, vendors, customer, local and state authorities
- High pace environment

### **Direct Reports**

- General Manager

### **AT-WILL EMPLOYMENT**

*The relationship between you and the Natural Apothecary LLC is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Natural Apothecary LLC. No representative of Natural Apothecary LLC has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.*