

## Natural Apothecary LLC – Inventory Specialist

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 Inventory Specialist is responsible for maintaining an accurate inventory in their dispensary. They drive sales through maintaining an up to date and stocked online and in-store menu.

### 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
- Maintain all delivery records and invoices according to the methods prescribed by METRIC
- 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

- Must be at least 21 years of age
- Able to pass all background checks as required by state cannabis agency.
- Availability to work retail schedule that includes nights and weekends
- Must be able to communicate and collaborate effectively with team members.
- Prior experience in inventory related items and tracking
- Pass a comprehensive background check that includes a criminal history, and obtain and maintain state agent requirements
- Proficient in excel, word, PowerPoint
- Proficient verbal and writing skills
- Strong attention to detail, and able to record information accurately

### Education

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

### Skills

- Attention to details
- Proficient in Excel, Word, PowerPoint programs

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- Has excellent communication and verbal skills
- 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.*