

# Dispensary Manager

One (1), Full-time, Exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed application
- Copy college transcripts, if applicable
- Copy of valid unrestricted driver's license
- Current resume'
- Personal statement/cover letter
- Copy of High School Diploma, GED or Certificate of completion
- Minimum of three (3) professional Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

**Gary Loonsfoot, Jr., Cannabis Developer**

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## POSITION ANNOUNCEMENT

**POSITION:**                      **Dispensary Manager**  
(1) Full-time, Exempt position

**LOCATION:**                      32 Superior Avenue  
Crystal Falls, MI 49916

**SUPERVISORY CONTROL:**      Cannabis Developer

**SALARY:**                      Minimum starting wage \$20.00/hour

### **QUALIFICATIONS:**

- Bachelor's Degree in Business, Hospitality, Management, Accounting or related field, **AND** two (2) years of full-time work experience in management, sales, or retail business operation. Work experience must include a minimum of one (1) year supervisory experience.  
**OR**
- Associates Degree in Business, Hospitality, Management, Accounting, or related field **AND** four (4) years of full-time work experience in management, sales, or retail business operation. Work experience must include a minimum of one (1) year supervisory experience.  
**OR**
- Must have a High School Diploma or GED **AND** six (6) years of full-time work experience in management, sales, or retail business operation. Work experience must also include a minimum of two (2) years supervisory capacity
- Moral character requirements as specified by Company and in accordance with the Michigan Medical Marijuana Licensing Act, section 405.
- Demonstrated ability to communicate effectively, both orally and in written format.
- Demonstrated ability to meet targets and strict deadlines.
- Possess organizational and management skills as well as strong customer service skills.
- Possess leadership and decision making skills.
- Possess planning and time management skills.
- Possess the ability to execute multiple tasks at a time without losing focus.
- Must be able to work a flexible work schedule

- Ability to perform all positions and job duties of dispensary operation.
- Must be able to work cooperatively with a variety of people.
- Must have attentiveness to detail and the ability to prepare records clearly and logically.
- Must have the ability to recruit, hire, and train new employees.
- Must have valid unrestricted driver's license, insurable and have reliable transportation.
- Ability to operate MS Office computer software, adding machines, POS systems, and the cash register is required.
- Be physically sound and occasionally push, pull or lift 50 lbs. unassisted.
- Must be able to work with large amounts of currency and large numbers.
- Must be accurate, fair, and precise in all aspects of duty and responsibility.
- Previous Cannabis experience and knowledge are strongly preferred.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

**DUTIES AND RESPONSIBILITIES:**

1. Experience working in a heavily regulated industry is preferred.
2. Ensure that there is the delivery of excellent customer service.
3. Maintain professional appearance and demeanor.
4. Performs the required duties to record all sales and inventory transactions under state and local regulations.
5. Responsible to work and perform job duties of all dispensary positions, as needed.
6. Successfully manage and lead staff members in a fast-paced, heavily regulated business environment.
7. Attention to detail, accurate file keeping for supplies, purchases, and employee records.
8. Performs inventory reconciliations daily, weekly, and as needed.
9. Proficient computing skills.
10. Maintains a clean, safe, and welcoming environment inside and outside of the facility.

11. Must have experience writing reports and analyzing information
12. Ability to operate Point-of-Sales software.
13. Implements and oversees procedures related to the opening and closing of the retail store.
14. Stays informed and knowledgeable about state and local Cannabis laws, regulations, and industry news.
15. Innate desire to achieve success and a work ethic to match.
16. Personal Protection Equipment (PPE) is required to help prevent the spread of the Coronavirus.
17. Additional duties as assigned by the supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

**Distribution Date:** September 2, 2020

**Closing Date:** September 16, 2020 @ 4:00 p.m. or until filled