

Alpine Essentials MJ

Job Description: Inventory Lead

Position:	Inventory Lead	Job Category:	Inventory
Department:	Inventory	Job Code#:	TBD
Salary Range	\$18 to \$21 + tip sharing	Position Type:	Full Time – Hourly (35 to 40 Hours)
Amount of PTO available:	Starting 1.5 weeks Maximum 2.5 weeks	Benefits offered:	Health, Dental, Vision, and Paid Time Off
Length of Training:	30 Days	Trainer:	Melissa Woodward, General Manager
Date Posted:	February 22, 2023	Posting Expiration:	March 31, 2023
Hiring Manager:	Melissa Woodward, General Manager	HR Screening by:	Brenda Quinones, HR Manager
Internal Posting:	https://alpinemj.com ; employee bulletin board		
External Posting Sources:	https://cannarecruiter.com ; https://indeed.com ; The Independent (print ad)		
Job Description:			
The Inventory Lead oversees daily operations of hand-packaging team including pre-packaged flower, edibles, tinctures, concentrates, beverages, topicals, and accessories. The Inventory Lead verifies all batch numbers received in the packaging area and reconciles with supplies distributed during sales process. The Inventory Lead enters all relevant information into METRC system and works with the Inventory Manager and Store Managers to ensure that all activities are being performed according to SOP practices. The Inventory Lead provides a positive attitude to ensure the Inventory team has the resources to perform duties in an effective and organized manner.			
Qualifications Required:	Experience Requirements:	Education Requirements:	Number of References Required:
Active MED Badge	2 Years	HS Diploma or GED	2
Skills & Experience Required:			
<ul style="list-style-type: none">• Must be knowledgeable about marijuana strains and products including flower, edibles, tinctures, beverages, concentrates, topicals, and accessories;• Must have a strong understanding of local and MED rules governing retail and medical marijuana sales, especially regarding labeling, packaging and recordkeeping;• Must have superior attention to detail;• Must have strong leadership and team building skills with prior supervisory experience;• Must perform inventory duties for store opening & closings to ensure supplies are in stock;• Must be accustomed to working in a fast-paced, high volume, and highly effective team environment;• Must have strong verbal and written communication skills;• Must have critical thinking, problem solving, and quick decision making abilities;• Must be professional at all times and be comfortable with de-escalating challenging situations;• Must be able to contribute to the cleanliness and organization of the inventory and packaging area, including sanitizing, sweeping, mopping, dusting, and removing trash frequently;• Must have the ability to stand, sit, and perform packaging activities for long periods of time;• Must be able to lift boxes and packages up to 50 lbs;• Other duties as assigned.			
Additional Notes:			
<ul style="list-style-type: none">• Budtender and/or Serve Safe education or training (proven with a certificate of completion) is preferred.• Prior experience with handling and packaging marijuana products is a plus.• Must have prior supervisory experience.• Must have reliable transportation.• Dress code is company-provided t-shirt, black or navy-blue pants with belt loops and no tears or holes. Closed toe shoes are required.• Good personal hygiene must be practiced. Heavy perfume or body sprays are not allowed.			

Created/Reviewed by:	Brenda Quinones	Date:	02/23/2022
Approved by:		Date	
Document Maintained by:	Brenda Quinones, HR Manager	Version & Date Created:	V1-02.2023