

Alpine Essentials MJ

Job Description: Sales Manager

Position:	Sales Manager	Job Category:	Retail
Department:	Dispensary	Job Code#:	TBD
Salary Range	Exempt Employee \$45k to \$60k per year	Position Type:	Full Time – Hourly (35 to 40 Hours)
Amount of PTO available:	Starting two weeks Maximum four weeks	Benefits offered:	Health, Dental, Vision, 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 Sales Manager leads day-to-day retail operations with a positive attitude to ensure team motivation. An effective Sales Manager coordinates budtender duties to ensure availability for incoming customers while serving as a resource to keep transactions running smoothly and efficiently. The Sales Manager is responsible for opening and closing duties including ensuring computer systems are operating for customer intake, product orders, fulfillment, and cashier transactions. Opening and closing duties include cash and receipt reconciliation, inventory control, and store appearance and cleanliness. Sales Managers are also responsible for the first draft of weekly scheduling for employees. Sales Managers report directly to the General Managers and work cooperatively with other managers within the organization.			
Qualifications Required:	Experience Requirements:	Education Requirements:	Number of References Required:
Active MED Badge	5 Years Retail Management	HS Diploma or GED	3
Skills & Experience Required:			
<ul style="list-style-type: none">• Must have 5 years of retail management experience with at least 2 of those years being in marijuana sales in a fast-paced, high volume setting;• Must have a significant understanding of MED rules, especially retail operations rules and company policies;• Must have prior budtender experience including sales, receptionist, and cashier duties;• Must have prior experience with using a fully integrated POS system;• Must have experience with daily inventory control activities;• Must have extensive experience with cash and receipt reconciliation duties;• Required to complete daily and weekly sales activities reports;• Responsible for product displays and store appearance;• Required to assist in internal store audits;• Conflict management and customer satisfaction skills are a must;• Must have prior experience effectively supervising and scheduling sales staff;• Responsible for participating in budtender hiring, training, and performance evaluations;• Responsible for ensuring confidentiality of medical marijuana patient information;• Able to stand and walk for long periods of time, especially during busiest hours.			
Additional Notes:			
<ul style="list-style-type: none">• Budtender and/or Serve Safe education or training (proven with a certificate of completion) is preferred;• 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:	02/22/2023

Approved by:		Date	
Document Maintained by:	Brenda Quinones, HR Manager	Version & Date Created:	V1-02.2023