



Job title	<i>Assistant Dispensary Manager</i>
Reports to	<i>Dispensary Manager</i>
Supervises	<i>Dispensary Staff</i>
Hours	<i>Full Time/ 40 hours weekly at \$17/hourly</i>
Age Requirement	<i>Must be 21+ to apply for this position.</i>

Company Overview

Sativa Remedy is a local & minority-owned NYS licensed hemp dispensary. Retailing hemp cannabinoid products both online & at our physical store, Sativa Remedy strives to be a leader in dispensing quality hemp-based medicine and is seeking those who share the same vision to help reconnect the community with healing plant medicine.

Sativa Remedy has recently expanded, and with future plans of continued growth, we are now looking to bring on an Assistant Dispensary Manager to work with our Dispensary Manager, Nhi Kha, in moving our vision forward.

Mission Statement

At Sativa Remedy, we aim to lead the nation's hemp industry with a focus on education, product quality consistency, and customer satisfaction. Our licensed operations bring legitimacy to the hemp industry by acting with the highest level of integrity, strictly adhering to regulations, and promoting the clinical efficacy of hemp cannabinoid products.

Our vision is to grow our business and build a team with compassionate and eager individuals that have a wide variety of skills, experiences, a desire to help those in need, and the drive to change the world through cannabis.

Position Overview

Sativa Remedy is seeking an Assistant Dispensary Manager (ADM) who will be responsible for working alongside the Dispensary Manager overseeing day-to-day operations of the dispensary, managing dispensary associates, managing all strategies and tasks related to facilities, accounting, sales, marketing and public relations, and providing professional consultations to our customers.

This position reports and works closely with the Dispensary Manager.

Duties & Responsibilities

- Responsible for managing dispensary staff, schedules, inventory, customer relations and e-commerce operations
- Assist in providing superior customer service while providing professional consultations to customers
- Serve as a resource for dispensary staff concerning products and services, policies and procedures, industry news and changes in state regulations
- Respond to all staff questions, concerns or suggestions
- Assist with training of staff according to company guidelines, including POS systems
- Prepare and effectively lead state inspectors through unannounced inspections
- Resolve customer or dispensary staff conflict effectively and timely
- Responsible for delegating tasks to dispensary associates in order to maintain a compliant and clean facility.
- Respond to all customer complaints, requests, concerns, and suggestions for both in-store and online customers

Requirements & Qualifications

Education

- A.A./A.S Associates degree. B.S./B.A. is a plus.
- Equivalent experience includes a High School Diploma plus 6+ years in relevant work experience.

Soft Skills

- A passion for cannabis that is translatable to a diverse group of ages, ethnicities, and professionals
- Compassionate and high quality customer service
- Proficient in MS Office, MS Excel, or equivalent data entry/management experience
- Demonstrated ability to learn and apply technical and product-related information in a professional consultative manner
- Strong communication, interpersonal, and persuasive skills
- Must maintain a high level of integrity, personal motivation, and sense of urgency
- Experience in a fast-paced compliance driven environment
- Cannabis Industry Experience preferred but not required
- Experience in retail management or other managerial position preferred but not required
- Detail Oriented, for example noticing typos or misprints
- Quality Oriented, for example caring about label alignment

- Organized and Efficient
- Ability to follow precise standard operating procedures
- Disciplined and calm under pressure
- Adaptable to changing roles and responsibilities
- Strong interpersonal and problem-solving skills

Team Members Benefits

\$17/ per hour with 3 month review
 Paid Time Off
 Professional Development Assistance

Working conditions

Operational Hours: Weekdays 11-7pm and Weekends 11-5pm
 Must be available to work weekends if needed
 Ability to stand on feet for extended periods of time

Physical requirements

Able to lift 50+ lbs and lift heavy objects on regular basis
 Able to do repetitive tasks with few breaks
 Can pass state required background check

Must be 21+ to apply for this position.

Sativa Remedy values a diverse workplace and strongly encourages Black, Indigenous, People of color, women, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, people who were formerly incarcerated, and veterans to apply. You got this!

Approved by:	<i>Nhi Kha & John Frazier</i>
Date approved:	<i>August 1st 2022</i>
Reviewed:	<i>August 1st 2022</i>