



PRODUCTION MANAGER JOB DESCRIPTION

POSITION SUMMARY

The Production Manager will lead and drive all aspects of Manoa Botanicals Production Facility 2 (PC2) processing of cannabis into safe, high quality, and effective cannabis products and successfully scale manufacturing. This position will be responsible for overseeing all aspects of post-production and manufacturing including production, quality control, inventory, shipping and receiving, facility maintenance, and compliance with health and safety and environmental standards. The Production Manager reports directly to the CEO.

This position is not eligible for relocation assistance; local applicants preferred.

CORE JOB DUTIES (includes but not limited to)

- Manage the daily operations of PC2 by providing direction to operational personnel including post-production, manufacturing, packaging, and facility maintenance.
- Work closely with Cultivation Consultants and develop a plan of action to bring cultivation in house in the next 2-3 years.
- Report to CEO and other management on a continual basis to ensure efficient work flow and processes.
- Responsible for the safety of employees.
- Responsible for maintaining a sterile production environment.
- Review, train and implement all SOPs while continually looking for ways to improve and revise them.
- Engage with all team members to find inefficiencies and execute improvements.
- Analyze current systems and lead reengineering of planning processes and reorganization of work flow, evaluating best industry tools and processes; keep abreast of the latest technology in the field.
- Train and provide employee performance management and enhancement.
- Assess and improve facilities morale.
- Ensure 100% compliance to federal, state and company policies.
- Biotrack and documentation data management.
- Ensure post production is managed to deliver highest quality product in most efficient manner.
- Assist in ongoing audits to ensure adherence to all state mandated compliance.
- Track facility performance metrics in tandem with Human Resources to determine staffing requirements.
- Vendor and supplies management, inventory management, planning and monitoring consumption rates.
- All other duties as assigned.

CORE COMPETENCIES

- Working knowledge of State of Hawai'i laws, regulations and rules related to medical marijuana.
- Ability to work well, individually and in teams, with a diverse group of people. Must have excellent people skills.
- Ability to instigate, change and process improvement.
- Strong leadership and management skills.





- Possess the highest level of confidentiality and integrity.

EDUCATION AND BACKGROUND REQUIREMENTS

- Must be and remain compliant with any and all legal or company regulations for working in the cannabis industry.
- Bachelor's degree in agriculture, manufacturing, or related field.
- Minimum 3-6 years supervisory experience.
- Strong Microsoft Office experience and knowledge, with advanced excel skills.
- Proficiency in Biotrack software.
- Minimum of 21 years of age as required by state statute.
- Working knowledge of state and federal labor laws, rules and regulations.
- Must pass background checks/fingerprinting per applicable requirements set forth under state statute.

ADDITIONAL REQUIREMENTS

Must be able to lift, carry, and balance up to 30 pounds (100 pounds with assistance). This job function may include walking or standing for extended periods of time, as well as stooping, bending over and/or crouching.

EMPLOYEE BENEFITS SUMMARY

This is only a preview of the benefits we offer to our employees. Detailed information about eligibility, enrollment and other benefit provisions are provided upon employment. Benefits are subject to change and may be discontinued without notice.

- Medical, Drug, Vision, Dental Coverage
- PTO, Paid Holidays
- Employee Discount

Work Schedule: Monday – Friday 7:30a-4p; Varies; Occasional Weekends and Holidays may be required.

Work Locations: Kunia

Job Type: Exempt, Full-time

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

We are an equal opportunity employer and strive to provide equal employment opportunities to all applicants and staff in accordance with sound employee relation practices and federal and state laws. Noa Botanicals is also firmly committed to taking affirmative action to employ qualified individuals with disabilities, veterans with disabilities, veterans, minorities, and women, and to advance them in employment. If you are an individual with a disability and require accommodation during the application process, please contact our HR Department at 808-550-9848.

Management reserves the right to assign other job duties as necessary. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that





will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service deliver, and the ability to work productively as a member of a team or work group are basic requirements of all positions. Submittal of an application for the position:1. Authorizes Mānoa Botanicals LLC to share any and all information regarding previous or present employment, educational training or personal information from their records and from any other source with the Mānoa Botanicals LLC Human Resources Department only 2. Releases and waives Mānoa Botanicals LLC from any and all liability for any damage which may be claimed as a result of furnishing such information to the Human Resources Department.

