



## **PACKAGING MANAGER JOB DESCRIPTION**

### **POSITION SUMMARY**

The Packaging Team Lead is responsible for executing packaging and labeling tasks under the direction of the Manufacturing Manager and in accordance with state laws and regulations and Manoa Botanicals standards. The Packaging Team Lead provides support for all packaging activities, including cannabis, extract, and infused products. The Packaging Team Lead reports directly to the Senior Packaging Lead.

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

### **CORE JOB DUTIES (includes but not limited to)**

- Executes the packaging and labeling procedures for all finished product according to Manoa Botanicals procedures, as well as state and local laws and regulations.
- Ensures proper packaging and labeling for all samples sent for testing, released for sale, and delivered to a Manoa Botanicals dispensary.
- Accurate packaging of cannabis flower, ensuring compliance with state regulations and company procedures and policies.
- Responsible for quality control of packaging equipment and packaging product.
- Coordinates with management to ensure that accurate information and documentation is maintained at all times.
- Ensures compliance with all state laws and regulations regarding packaging and labeling.
- Assists management with inventory tracking procedures.
- Maintain inventories of different strains and bulk inventory of flower ready for packaging.
- Ensure and maintain the highest level of cleanliness inside the packaging room.
- Coordinate with the upper management team to ensure accurate information and documentation is provided.
- Responsible for overseeing the packaging and processing staff, facility schedules, manufacturing processes, inventory, and vendor relations.
- Serves as a role model and resource for packaging and processing staff concerning products and services, policies and procedures, industry news, and changes in regulations.
- Ensure compliance with all state laws and regulations regarding packaging and processing. Coordinate inventory tracking procedures with the Inventory Manager.
- Additional Duties as Required.

### **Quality Control:**

- Reviews products for approval, rejection and releasing for sale all products produced in the production facility for Quality Assurance to give the approval.
- Participates in quarterly quality control audits and meetings with other department managers to discuss quality control audit findings and corrections.

### **CORE COMPETENCIES**

- Excellent attention to detail and organizational skills.
- Accurate data entry and record keeping.





- Sustain extended periods of light to moderately heavy physical activity and/or standing.
- Proficiency in BioTrack, Microsoft Office and other applicable software applications.
- Good verbal and written communication skills.
- Work effectively with others and autonomously.

#### **EDUCATION AND BACKGROUND REQUIREMENTS**

- Previous Cannabis Support Staff experience preferred.
- Must be and remain compliant with any and all legal or company regulations for working in the cannabis industry.
- High School Diploma or GED required.
- Knowledgeable in Microsoft Office, BioTrack, Employee Timekeeping and scheduling platforms preferred.
- Must be and remain compliant with any and all legal or company regulations for working in the cannabis industry.
- Must be at least 21 years of age.
- Must pass all background check requirements as required by state statute.

#### **ADDITIONAL REQUIREMENTS**

- Must have reliable transportation; flexibility in scheduling. Working hours include holidays and weekends and overtime as needed.
- Must be able to lift, carry and balance up to 30 pounds (50 pounds with assistance).
- Regular attendance, as scheduled, is required for this position.

#### **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.*

