



INVENTORY PLANNER JOB DESCRIPTION

POSITION SUMMARY

The Inventory Planner will assist in developing effective inventory strategies for Manoa Botanicals LLC dba Noa Botanicals. The Inventory Planner will make projections and recommendations for marketing efforts and manage inventory to maximize profitability. This position reports directly to the Director of Retail and Marketing Operations.

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

CORE JOB DUTIES (includes but not limited to)

- Responsible for forecasting inventory needs of stores through peaks & valleys of business.
- Works closely with MFG and Packaging Depts to communicate needs of business.
- Works with Marketing to provide necessary sale/inventory reporting and promotions.
- Assists Finance Department with Audits, Inventory Control & Reconciliations.
- Brings new product needs/ideas forward through Product Development team.
- Works closing with Packaging Department to create and fulfill order needs.
- Creates Manifests for transports.
- Forecasts for future inventory based on historical buys, reoccurring buys and current inventory levels.
- Review stock to sales ratios and respond to changing sales trends to ensure plan sales.
- Coordinates inventory flow-through to each retail location.
- Serves as the liaison between patient, marketing, and production to ensure customer demands are being met.
- Track existing product categories and help make strategic decisions on future state.
- Create analysis of sales records and customer reports to identify missed opportunities.
- Additional Duties as Required.

CORE COMPETENCIES

- Working knowledge of State of Hawai'i laws, regulations and rules related to medical marijuana.
- Strong attention to detail, organizational skills and time management abilities.
- Excellent written and oral communication skills.
- Proactive problem definition and creative problem-solving skills.
- Ability to work in a fast-paced, changing and challenging environment.
- Proficiency in windows-based software and internet navigation.
- Possess the highest level of confidentiality and integrity.
- Must be and remain compliant with any and all legal or company regulations for working in the cannabis industry.
- Minimum of 21 years of age as required by state statute.
- Must pass background checks/fingerprinting per applicable requirements set forth under state statute.

EDUCATION AND BACKGROUND REQUIREMENTS





- Bachelor's degree in relevant field preferred or equivalent experience.
- Proficiency in Excel and other software programs.
- Strong analytical skills.
- 2-3 years experience in inventory control and planning.
- Excellent ability to prioritize, multi-task, work independently and under strict deadlines.
- Solid organizational, interpersonal and communication skills.

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; Varies; Occasional Weekends and Holidays may be required.

Work Locations: Young St Office & Production Facility

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 808-550-9847.

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.

