

**Stockroom Associate
JOB DESCRIPTION**

POSITION SUMMARY

The Stockroom Associate shares in the overall responsibility for labeling, shipping (prep product for transport, if necessary), receiving product, maintaining an organized and manageable stock / off-site storage area, processing product as “floor ready”, maintaining store appearance, keeping product filled to the appropriate levels on the sales floor and minimizing shortages. Excellent customer service to a variety of audiences. They must maintain a thorough understanding of medical marijuana varieties, derivatives and infused products based on current offerings in the Hawaii market and current cannabis science. They must maintain a professional appearance, organized work environment and dispensary appearance. The Stockroom Associate reports directly to the Dispensary Assistant Manager and Division Manager.

This position is open to local applicants only and is not eligible for relocation assistance.

CORE JOB DUTIES (includes but not limited to)

Customer Service, Sales, and Harvest:

- Receive transport and aid AM or Leads with count to maintain inventory accuracy
- Print and ensure accuracy of all new product labels and label information
- Label all incoming product
- Keep stockroom organized to ensure inventory accuracy for monthly audits
- Assist in monthly audit counts
- Prep product for transport to other locations, as needed
- Maintain all applicable patient confidentiality requirements
- Communicate with management inventory needs, low inventory, sold out items
- Must be able to bend, lift, reach, carry bins up to 40 lbs (?)
- Participation in PC2 support, trim, harvest, packaging if needed as assigned.

Medical Marijuana Education and Guidance:

- Maintain a basic understanding of the medicine, products and services provided at Noa Botanicals;

Documentation:

- Communicate inventory levels with Assistant Manager and Dispensary Manager to maintain accurate menus and update menus as needed;
- Assist in Audit and Inventory tasks as assigned.

Additional Duties as Required.

CORE COMPETENCIES

- Knowledge of State of Hawaii laws, regulations and rules related to medical marijuana.
- Accurate data-entry and record keeping.
- Desire to learn about our products.
- Strong attention to detail, organizational skills and time management abilities.
- Superior communication and customer service skills: Must be positive and welcoming.





- Proficiency and accuracy in using windows-based software, POS software, and internet navigation.
- Ability to work in a fast-paced, changing and challenging environment.

EDUCATION AND BACKGROUND REQUIREMENTS

- 2-3 years of previous sales or stockroom 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.
- Minimum of 21 years of age as required by state statute.
- Must pass background checks, including fingerprints and drug screening, per applicable requirements set forth under state statute.

ADDITIONAL REQUIREMENTS

- Must have reliable transportation; flexibility in scheduling. Working hours include holidays and weekends.
- This job function may include walking or standing for extended periods of time, as well as stooping, bending over and/or crouching. Must be able to lift, carry and balance up to 30 pounds (100 pounds with assistance).

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 – Sunday; Occasional Weekends/Holidays/Nightwork/Overtime may be required.

Work Locations: Honolulu/Kaneohe/Kunia

Job Type: Non-Exempt, Part-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.

