

**Job Title:**

Inventory Technician

**Job Overview:**

The Inventory Technician provides support to the Administrative Team Lead by maintaining and auditing the quality and quantity of products through various vault and inventory processes. This position works in a timely manner and strives to increase the productivity and efficacy of the inventory department.

**Reports to:**

Administrative Lead

**Essential Responsibilities:**

- Responsible for coordinating daily tasks.
- Required to have a working knowledge of inventory management/systems.
- Expected to coordinate the movement and storage of finished cannabis products including but not limited to concentrates, cartridges, and edibles.
- Responsible for ensuring all final packaging meets state regulatory requirements.
- Ability to stay focused for prolonged periods of time on a single task.
- Must always be monitoring and checking product/packaging for flaws, mislabeling, damages, or discoloration.
- Expected to execute periodic audits of existing inventory and report any adjustments/changes. If necessary, work with Administrative Team Lead to launch any necessary investigations.
- Expected to work well independently and not get sidetracked.
- Must always wear proper lab attire while working with products (gloves, goggles, face mask, hair net, non-slip shoes, and clean lab jackets.)
- Assist shipping and fulfillment manager in final order fulfillment steps.
- Other compliance/inventory duties as needed or as assigned.

**Qualifications:**

- Excellent organizational, time management, and communication skills.
- Ability to work cross-functionally with multiple departments without direct authority in a fast-paced environment.
- Strong critical thinking and problem-solving skills.
- High attention to detail.

**Qualification Requirements:**

- To perform this job successfully, the employee must be able to perform each essential responsibility and duty satisfactorily.
- Must have good physical/manual dexterity.
- Maintain appropriate personal and work environment hygiene.
- Must be at least 18 years of age.
- Ability to pass a drug test.
- Ability to pass a state and federal criminal background check.

**Education/Experience:**

- High school diploma or GED
- Cannabis: 1 Year (preferred)

**Physical Demands:**

- The physical demands described below are representative of those that must be met to successfully perform the essential responsibilities and duties of this job.
- Regularly required to do the following activities:
  - o Stand dynamically for long periods without a break .
  - o Use hands to finger, handle, and/or feel; the ability to type, pick, pinch with fingers, seize, hold, grasp, or turn with hands and perceive attributes of objects and materials such as size, shape, temperature, or texture, by touching with fingertips.
  - o Maintain balance while walking, standing, or crouching.
  - o Twist upper torso.
  - o Reach up and out with hands and arms.
  - o Lift up to 10-50 pounds and carry a distance of one hundred feet.