

POSITION DESCRIPTION

POSITION:	Floor Manager	LICENSED: No
DEPARTMENT:	Northern Light Cannabis Co.	GRADE: (\$16 - \$17 hr)
REPORTS TO:	Store Manager	STATUS: Full-time

POSITION SUMMARY:

At the direction of the Store Manager for Northern Light Cannabis Company in Dafter, Michigan, the Floor Manager will oversee all inventory and retail sales and product orders, maintain vendor relationships and product (in-store) placement. The Floor Manager will work with Budtenders in carrying out all retail operations in the store, including, but not limited to, register operations, inventory, customer service, store appearance and displays, and employee interactions, and by performing other functions as assigned.

ESSENTIAL FUNCTIONS:

- Supervise activities of the retail team in conjunction with the Store Manager and General Manager of Bay Mills Business Holdings.
- Utilize, lead, deliver, and design product mix offerings for the retail store.
- Create and reinforce a proactive selling culture that focuses on building a confident and competent team, in order to build a loyal customer following through clear and positive communication.
- Deal with issues that arise from employees or customers (complaints, grievances etc.)
- Ensure high levels of customers' satisfaction through excellent service.
- Oversee all inventory sales and product orders, maintain vendor relationships and product (in-store) placement.
- Set and maintain standards for weighing flower and product processing/packaging (pre-rolls), and organize secure storage.
- Coordinate product for events, provide insight on brand development, and understand customer needs and wants for a first class consumer experience.
- Ensure the store is opened, closed, and run while efficiently following all protocols. Maintain outstanding store condition and visual merchandising standards
- Ensure the provisioning center remains compliant with security, inventory, and tribal regulations to ensure safety.
- Provide education for staff about cannabis strains, edibles, concentrates, and consumption mechanisms.

- Maintain in-depth knowledge of products and strains in the store, as well as industry-wide product knowledge.
- Be a shining example of well behavior and high performance

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to walk and stand with occasional sitting. Occasionally, the employee must squat, crawl, crouch, and kneel with frequent bending, climbing, balancing, and push/pulling. The employee is occasionally required to use hands for firm manipulation and reach with hands and arms above shoulder level.

POSITION REQUIREMENTS:

- Has a minimum of two years' experience in a high volume cannabis dispensary, or similarly highly-regulated industry.
- A minimum of two years' experience in retail experience.
- College degree preferred, high school diploma required.
- Must be a minimum of 21 years of age.
- Must pass any and all required background checks.
- Prove successful experience in the retail industry.
- Excellent interpersonal communication skills, and able to fulfill the reporting requirements of the Floor Manager.
- Must be able to use a computer, including Word, Excel, Outlook, etc.
- Must maintain strict confidentiality.
- Must be able to work all shifts, weekends, holidays, and on-call.
- Must have the ability to work well under pressure with minimal supervision.
- Must demonstrate effective leadership and supervisory skills.
- Must have an excellent past work record, including attendance.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: Open Until Filled

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Floor Manager – Northern Light Cannabis Company

*Applications can be found at www.baymills.org under “employment opportunities”