



W A A B I G W A N
• M A S H K I K I •

JOB DESCRIPTION

Safety Sensitive: N/A
Classification: Non-exempt

Position Title: Inventory Compliance Administrator (Retail)

Reports To: Compliance & Quality Manager, Indirectly to the Dispensary General Manager

Department: Dispensary

Revision Date: 6/4/2025

POSITION SUMMARY

Responsible for managing and ensuring the accuracy of all cannabis-related inventory, tracking, and compliance data using the METRC (Marijuana Enforcement Tracking Reporting Compliance) system. This role is vital to maintaining adherence to all regulatory requirements and streamlining our seed-to-sale process in the cannabis industry. As well as keeping up to date with the updated processes that are ever changing within the company SOP's and State mandated legislation.

ESSENTIAL DUTIES & RESPONSIBILITIES

Job Title: Inventory Compliance Administrator

Physical Requirements:

- Must be able to lift objects up to **50 pounds** (with appropriate tools or team lifting, when necessary).
- Comfortable working in a fast-paced environment with frequent physical tasks.
- Must be comfortable sitting for extended periods of time.

Qualities:

- An honest, dependable team player with strong communication skills.
- Detail-oriented and organized.
- Demonstrates a high level of integrity and transparency
- Able to follow standard operating procedures (SOPs) and safety protocols.

Key Responsibilities:

- **Receiving Deliveries:**
 - Check and validate the accuracy of incoming materials against purchase orders and the Manifest.
 - Inspect materials for quality/compliance and report discrepancies or damages to the Inventory Manager and/or the Compliance Manager.
 - Record deliveries.
- **Data Entry:**
 - Accurately record delivery information Dutchie, Metrc or other tracking systems.
- **Material Handling:**
 - Identify received materials and deliver them to appropriate storage areas or departments for use.
- **Order Fulfillment:**
 - Pull, package, and ship cannabis orders in accordance with established SOPs.
- **Procurement Assistance:**
 - Track procurement needs, requests and monitor open purchase orders for timely delivery.
- **Inventory Management:**
 - Assist in maintaining accurate cannabis inventory records and conducting routine inventory counts/audits.
 - Assess consumable inventory levels across departments and report the findings to the Inventory Control Manager and/or the Compliance Manager.
 - Conduct investigations relating to audit discrepancies.

- Track errors and discrepancies, determine patterns and support corrective measures to prevent further errors.
- **Returns Management:**
 - Validate and verify returned orders to ensure proper documentation and storage.
- **Facility Organization:**
 - Maintain the cleanliness and organization of finished goods inventory and facility supplies.
- **Compliance:**
 - Follow all health, safety, and environmental requirements and procedures.
 - Adhere to applicable requirements stated in the CANNABIS COMPACT Between THE WHITE EARTH BAND OF MINNESOTA THE CHIPPEWA TRIBE And THE STATE OF MINNESOTA
- **General:**
 - Perform miscellaneous duties, as assigned by the Compliance/QA Manager or the Dispensary General Manager.

Preferred Skills and Experience:

- Experience in inventory management or receiving, especially in the cannabis industry, is a plus.
- Proficiency in using Dutchie or similar project management and tracking tools.
- Familiarity with cannabis handling regulations and SOPs, is preferred.

This role is integral to ensuring smooth operations and compliance with industry standards. If you're a strong, detail-oriented team player ready to work hard and thrive in a collaborative environment, we encourage you to apply!

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Continuous Learning Seeks feedback to improve performance; strives to continuously build knowledge and skills.
- Job Knowledge Exhibits ability to learn and apply new skills. Competent in required job skills and knowledge.
- Design Demonstrates attention to detail. Generates creative solutions; translates concepts and information into images.
- Problem Solving Identifies and resolves problems in a timely manner; works well in group problem solving situations.
- Customer Service Manages difficult or emotional customer situations. Responds to requests for service and assistance. Meets commitments.
- Communications Exhibits good listening and comprehension; selects and uses appropriate communication methods. Expresses ideas and thoughts verbally.
- Cooperation Exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations.
- Oral Communication Listens and gets clarification; responds well to questions; participates in meetings.
- Teamwork Contributes to building a positive team spirit; puts success of team above own interests.
- Written Communication Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- Quality Management Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Cost Consciousness Conserves organizational resources.

Ethics Treats people with respect; keeps commitments; works with integrity and principles; upholds organizational values.

Organizational Support Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Personal Appearance Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.

Planning/Organizing Prioritizes and plans work activities; uses time efficiently.

Quality Demonstrates accuracy and thoroughness.

Quantity Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Safety and Security Observes safety and security procedures; reports potentially unsafe condition; uses equipment and materials properly.

POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE & SKILLS

Language Skills
 Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills
 Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage, and to draw and interpret bar graphs.

Reasoning Ability
 Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills
 To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; Order processing systems; Project Management software; Spreadsheet software and Word Processing software.

- Knowledge of the principles, practices, procedures, techniques, laws, regulations pertaining to cultivation of medical cannabis and tribal and public policy.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Medicinal Cannabis Code, White Earth Enterprises, and Waabigwan Mashkiki LLC.

- Knowledge of the White Earth Reservation demographics, culture, history, and life ways.
- Knowledge of area climate, weather patterns and challenges.
- Knowledge of area business and program locations and towns.
- Strong attention to detail.
- Strong planning and multi-tasking skills.
- Willing to travel for training and work-related tasks.

CERTIFICATES / LICENSES / REGISTRATIONS / REQUIREMENTS

- Must be twenty-one (21) years or older.
- Able to pass background check and drug screening (Does not test for Cannabis nor Alcohol).
- Able to maintain strict confidentiality.
- No felony theft convictions within the previous ten (10) years.
- Must fully meet the licensing requirements of the White Earth Medical Cannabis Control Board and be licensed to dispense medical cannabis according to the rules and regulations promulgated by the White Earth Medical Cannabis Control Board, in accordance with the White Earth Medicinal Cannabis Code.
- EEO with Native American Preference.
- A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment. Background Checks performed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands or finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While this role requires working with sealed cannabis products, it is important that the individual is aware of any potential exposure to cannabis particulates, especially in case of an allergy.

While performing the duties of this job, the employee may have to stand for extended periods of time in a small, temperature-controlled room and may have to lift and rearrange large objects/boxes. The noise level in the work environment is usually moderate.

I have reviewed the details of this job description and acknowledge that I understand the essential job functions and competencies required to hold this position.

Name

Date