

MANAGER

POSITION SUMMARY

The primary aim of the Manager is to continually improve upon current store operations and education including cannabis consultation development, team growth and standard operating procedures. The Manager is also responsible for providing a wide range of office management and support to the company, including general office upkeep, operations and support with human resource initiatives such as hiring, training, and employee recognition. A successful person in this role is a self-starter and go-getter, has excellent communication skills, an independent thinker, an entrepreneurial spirit and a desire to help people.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Participating in the development and implementation of our vision, mission and values consistent with Happy Trails' objectives and goals
- Monitoring team performance and performing quarterly reviews under the directions of the CEO and CMO
- Organizing and participating in organizational development activities
- Developing and administering various growth plans and procedures for all company personnel; participating in developing store goals, objectives, and systems
- Selecting, evaluating, and implementing new training development strategies and materials
- Coordinating meetings and activities with the community stakeholders, vendors, and partners
- Responding to public and media inquiries under direction of the CEO and CMO
- Maintaining inventory stock and supplies for the company
- Developing and implementing strategic recruitment plan; ensuring selection of highly qualified personnel
- Establishing and maintaining sales records and reports
- Performing benefit administration
- Performing other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree preferred or an associate degree coupled with life experience
- Prior mentoring experience preferred
- Commitment to ongoing education for purposes of personal and professional development
- Must be willing to obtain the necessary training to perform job duties
- Ability to work with accuracy and efficiency in a busy environment
- Ability to problem solve, ask questions and resolve issues as needed
- Excellent attention to detail
- Reliable, punctual, responsible and professional
- Excellent ability to multi-task and prioritize in a busy, fast-growth environment
- Proficiency in MS Word, Excel and Power Point is essential
- Must have strong customer support orientation (for internal/external customers), demonstrated professional demeanor, and the ability to maintain confidential information

- Must have strong skills in organization and planning, demonstrated ability to work independently and exercise sound judgment and problem solving
- Excellent communication, interpersonal, and presentation skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.