

Job Overview: This position is designed to fill the inevitable scheduling gaps when full-time staff are sick or on vacation. The team will rely on your flexibility, adaptability, dedication to a positive customer experience, and eagerness to learn quickly. You must have keen attention to detail and ability to be professional, knowledgeable, and personable.

Reports to: Office Manager / Operations Manager

Key Responsibilities

- Front desk/fulfillment: Check-in customers observing ID and age requirements, fill pickup and delivery orders, answer the phone and direct calls accordingly, other office tasks as needed
- Budtending: assist customers with purchases on the showroom floor, referring them for consultations with senior budtenders as needed
- Inventory Assistance: restocking and stickering, assist with inventory counts as needed

Other General Responsibilities:

- Keep showroom, front lobby and front office tidy and presentable for public viewing
- Promote a work environment that is positive, customer-service oriented, and compliant with established policies and procedures
- Build and maintain general product/brand knowledge
- Other duties as assigned

Qualifications:

- High School Diploma or equivalent
- Previous customer service experience required
- Cannabis knowledge is preferred
- Proficiency in Office Suite, Google Apps and ability to learn POS software
- Strong attention to detail and a team-player mentality
- Positive attitude and strong work ethic
- Must be able to accommodate scheduling expectations including weekend, evening, and holiday shifts
- Must be 21 years or older
- Background check required; no felony convictions
- Professional, tidy appearance and good personal hygiene
- Must be on time and ready to work when scheduled with reliable transportation

Base pay range: \$20-\$24/hr