

## **JOB DESCRIPTION**

### **JOB TITLE**

Director of Extraction and Product Development

### **JOB OVERVIEW**

The Director of Extraction oversees the preparation and the extraction process of medical marijuana plants in accordance with the state and company standards. This position is responsible for developing and documenting the standard operating procedures for extraction and proprietary processing techniques. The Director will provide oversight of weighing, packaging, labeling and documentation of all products, as well as the tracking of batch numbers, lot numbers and expiration dates. The director will also be responsible for providing the executive team reports associated with process efficacy, efficiency, and quality.

### **REPORTS TO:**

Chief Operating Officer

### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Provide expert recommendations on specific medical marijuana product formulations to meet the needs of patients and strategic approaches set forth by the executive team.
- Oversee daily laboratory activities for extraction and processing of medical cannabis products.
- Assess the product inventory requirements and coordinate with grow team to ensure an adequate supply of medical cannabis is available to meet all facets of the company's strategic approach.
- Provide weekly, monthly, annual reporting on production of medical cannabis products, sales projections, and compliance.
- Manage vendor relationships for extraction and processing equipment to ensure equipment quality is optimal.
- Work with local, state-approved laboratories to provide samples for regular testing of plant material and extracted product and ensure all results are documented in compliance with state regulations.
- Ensure that sanitation, safety and security protocols are strictly enforced throughout the facility in accordance with the company's standard operating procedures and state regulations.
- Works in conjunction with the fulfillment department to ensure that products are produced in accordance with demand.

- Manage extraction and processing facility personnel, ensuring all standard operating procedures are strictly adhered.
- Ensure all extraction and processing personnel are fully trained on the company's procedures and policies, and reinforced or updated as needed.
- Design statistically grounded studies to optimize each individual piece of equipment and process to meet efficiency, efficacy, and quality targets set forth by the executive team.

## **QUALIFICATIONS**

### **QUALIFICATION REQUIREMENTS:**

- Experience training and mentoring laboratory technicians and scientists with techniques for analysis and good laboratory practices.
- Ability to work in a fast-paced, changing, and challenging environment.
- High level of integrity and a strong work ethic.
- Strong problem-solving skills, including anticipatory thinking and the ability to work well under pressure while maintaining a calm composure.
- Strong interpersonal skills; team player.
- Demonstrated ability to work comfortably and effectively within a diverse, multicultural, multigenerational environment.
- Must be 21+, with a valid State ID, with no violent crime or controlled substance felonies and able to pass additional background screening including drug screening.

### **EDUCATION/ EXPERIENCE:**

Required: Master of Science in Chemistry, Biology, or closely related field, with 3 to 5 years' experience working in industrial chemistry or chemistry manufacturing.

Additionally, candidate should possess a strong understanding of chemistry, inventory management, personnel management skills and have experience with industrial statistics or experimental design.

Experience in product development is preferred.

Experience in cGMP manufacturing processes is preferred.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as standard operating procedures, employee handbook and other company documents.

Ability to read, write and speak English fluently.

## **REASONING ABILITY:**

- Ability to define problems, collect data, establish trends, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.
- Ability to coordinate multiple manufacturing processes in concordance with company product goals.

## **OTHER SKILLS, ABILITIES AND/OR TRAINING:**

- Knowledge of state medical marijuana regulations and medicinal cannabis benefits.
- Committed to providing outstanding service both internally and externally.
- Ability to preserve confidentiality of information.
- Ability and willingness to move with purpose and a strong sense of urgency.
- Ability to work weekends on a regular basis.
- Ability to work extended days on an occasional basis.
- Ability to work daytime or evening hours.
- Accuracy and attention to detail.
- Ability to organize and prioritize a variety of tasks/ projects.
- Familiarity with industry/ technical terms and processes.
- Ability to work within strict time frames and resolute deadlines.
- Personal transportation.
- Ability to work with the executive team to address shifting company goals.

## **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:

- Stand dynamically for long periods without a break.
- 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
- Maintain balance while walking, standing or crouching.
- Twist upper torso.
- Reach up and out with hands and arms.
- Ability to lift 20 to 40 pounds and carry a distance of one hundred feet.