

Job Title:

Vault Tech

Job Overview:

The vault tech position is an entry level job within the vault logistics team. The vault tech is responsible for assisting with the picking, pulling, and packing of orders for delivery to dispensary partners in the state of Pennsylvania.

Reports To:

Vault Manager and Vault Team-Lead

Essential Responsibilities and Duties:

- Review sales orders with Fulfillment Manager on a daily and weekly basis
- Accurately and efficiently pulls physical product from vault space to build orders for delivery
- Ensures accurate and complete product labels are printed and affixed before product goes out for delivery
- Provides logistical support to multiple cannabis warehouse Grow + Production functions.
- Responsible for performing production duties and providing information, assistance, and troubleshooting to multiple managers in the facility
- Assist with internal inquiries from Retail and Sales
- Assists Fulfillment Supervisor and Manager with creating manifests with a focus on quality control to ensure the internal manifest created matches the external sales order received
- Expected to understand aspects of production; adhere to strict safety, quality, and production standards
- Comprehensive understanding and adherence to state regulations and company policies and standard operating procedures
- Accurately fills orders as noted in the Inventory Control system
- Maintains presentable, safe, and sanitary working conditions
- Promotes a positive, customer-service oriented work environment in line with established policies and procedures
- Responsible for using the seed-to-sale and internal inventory tracking/control system

Qualifications:**Qualification Requirements:**

- Must be at least 18 years of age
- Background Check is a requirement for employment – certain criminal convictions may disqualify candidates based on state marijuana licensing regulations.

Education/Experience:

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- High school diploma or equivalent. Organic Remedies Vault Job Description

Language Skills:

- Excellent Communication skills in primarily English
- Spanish secondary

Other Skills, Abilities and/or Training:

- Inventory control: 1 year
- Technological Skills: Microsoft Office Suite (Word, Excel, PowerPoint)
- Inventory Control Systems
- Database systems Required Knowledge and Skills:
- Knowledge of marijuana strains, edibles, extracts and other current products on the market
- Multi-task Oriented • Stress Management/Composure
- Self-Starter • Goal Oriented
- Self-Accountable
- Excellent Communication
- Attention to Detail
- Precise Math Skills • Organizational Skills

Physical Demands:

- Ability to lift at least 50 pounds
- Long periods of standing
- Physically able to stand, walk, sit, bend, lift and move
- Repetitive hand and arm motions
- Ability to climb a ladder
- Occasional use of Forklift