



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

JOB POSTING CLOSING DATE: September 27, 2024



Job Title:	Cannabis General Manager
Reports to:	Chukchansi Wellness, Inc. Board
Salary Range:	\$110,000 - \$140,000 Annual
Benefits:	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
Classification:	Salary, Exempt
Status:	Full-Time, Regular w/ Benefits
Location:	Coarsegold, CA

JOB SUMMARY

Tribal Nation Flower Co. is a tribally owned, diversified and industry leading cannabis company that is seeking a Cannabis General Manager who can identify and develop additional expansion and divisions of the tribal cannabis enterprise, manage, innovate, and uphold our cannabis retail operations. The Cannabis General Manager oversees the daily operations for the cannabis dispensary and ensures the business complies with applicable local, state, and Federal, and Tribal cannabis regulations. They will also be responsible for hiring and managing staff, training employees, and overseeing the inventory of products.

Essential Duties

- Ensuring compliance with applicable Compliance Regulations, security, and knowledge of local, state, Federal and Tribal cannabis laws and regulations.
- Train divisional employees on cannabis products, production methods, sales techniques, compliance regulations.
- Oversee inventory and supply chain management, including ordering and receiving products
- Ensuring the dispensary is clean, well-organized, and offers a positive customer experience
- Development annual budgets and sales forecasts to be approved by CWI Board
- Handling cash and product transactions, and ensuring all transactions are accurately recorded.
- Analyze and propose division appropriate security measures, safety standards and protocols to protect employees, customers, inventory and documentation.
- Analyze and develop marketing, pricing strategy proformas and promotions to drive customer footfall and increase sales and market demands.
- Analyze and address CWI Board, vendor, and customer inquiries.
- Maintaining records of all transactions, employee shifts, and inventory changes, POS system.
- Developing and maintaining relationships with cannabis product suppliers and vendors.
- Oversee and manage all dispensary staff, including conducting regular reviews, setting sales targets and ensuring team member compliance with all relevant laws and regulations.
- Responsible for inventory control – ensuring the dispensary does not run out of stock, controlling shrink and waste, and supervise product storage procedures.
- Review Personnel Policies with Human Resources annually for accuracy and effectiveness, and ensure staff follows best practices.
- Maintain qualitative and up to date knowledge of industry and retail cannabis product.
- Review vendor agreements with marketing, and technology agencies to ensure contractual obligations.
- Work with the Chukchansi Health and Safety Commission to ensure Tribal cannabis regulations are upheld
- Review, update and make recommendations for departmental Standard Operating Procedures
- Lead development of cannabis enterprise, including supply chain integration
- Maintain confidentiality and privacy of clients and services.
- Perform other related duties as required.



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Qualifications

Education

Minimum education required:

- Bachelor's degree in Business Administration or Marketing or equivalent years of experience and demonstrated education.

Experience

Minimum experience required:

- Must be at least twenty-one (21) years of age.
- Comprehensive knowledge of Cannabinoids, mixing of strains and levels of THC.
- Excellent leadership and management skills with a positive attitude and vision for the future.
- Comprehensive knowledge of the various production methods and assets.
- Comprehensive knowledge of cannabis products, strains, and consumption methods.
- Strong interpersonal skills to deal with a diversity of customers.
- Knowledge of Microsoft office software experience.
- Must have valid driver's license with no restrictions.
- Must be able to pass a pre-employment drug test and extensive background check.

Required Knowledge, Skills, and Abilities

- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate and maintain confidentiality

Application Process:

Submit the following:

- Completed Application
 - Cover Letter **and** Resume
 - Documentation of completed Higher Education
 - If claiming Tribal or Native Preference, documentation is required
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- All requested information must be submitted to the Human Resources office by **4:00PM on the closing date**. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
 - Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov



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PRCI Tribal Preference:

In accordance with applicable Tribal Law and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

Indian Preference Statement:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature

Date

HR Representative Signature

Date