



# PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

## JOB POSTING CLOSING DATE: September 16, 2024



**Job Title:** Inventory Manager  
**Reports to:** Store Manager  
**Salary Range:** \$41,600 - \$47,840 Annually  
**Classification:** Salary, Non-Exempt  
**Status:** Full-Time, Regular  
**Location:** Coarsegold, CA

### JOB SUMMARY

The Inventory Manager oversees the inventory space and employees. They evaluate deliveries, shipments, and product levels to improve inventory control procedures. The Inventory Manager analyzes daily product and supply levels to anticipate inventory problems and shortages. The Inventory Manager manages schedules of employees, deliveries, and shipments to optimize operations. The Inventory Manager will act to ensure the strict adherence to all applicable policies, rules, regulations, or other standards required as a part of the Tribal Nation Flower Company Cannabis Commission. This will include implementing and monitoring policies, procedures, and internal controls related to respective compliance requirements in coordination with Management and other parties.

### Essential Duties

- Plan, implement and manage procedures to optimize inventory control
- Perform inventory count reconciliations; daily, monthly, yearly.
- Define inventory KPIs and track them regularly
- Oversee daily operations of inventory, work to identify bottlenecks, and provide solutions for continuous improvements
- Proficiency in the use of inventory software to manage the department
- Create and maintain a schedule for inventory staff and manager
- Collaborate with Management to maintain policies, procedures, and activities about regulations set forth by the Cannabis Commission
- Develop and maintain a complete inventory of cannabis goods for retail
- Lead, manage, implement, and maintain program compliance that ensures that the processes, policies, and procedures of Tribal Nation Flower Company stay in line with Cannabis Commission compliance requirements
- Performs other job-related duties as assigned.

### Qualifications

#### **Education**

Minimum education required:

- High School diploma or GED is required

#### **Experience**

Minimum experience required:

- Must be 21 years of age or older
- Must have 3 – 5 years of experience in a similar role
- Knowledge of customer marijuana policies, law, compliance, and regulations
- Prior cannabis knowledge, education, or certification in the cannabis industry
- Accurate data entry and record-keeping



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- Possess a valid State issued Driver’s License
- Must successfully pass a background check and drug screen for all substances non-cannabis.

### **Required Knowledge, Skills, and Abilities**

- 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
- Resume
- If claiming Tribal or Native Preference, documentation is required
- 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](mailto:jobs@chukchansi-nsn.gov)

### **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.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date