

Alternative Therapies Group, Inc

Job Description

Job Title: Assistant Manager
Department: Dispensary Site - Salem
Reports to: Dispensary Manager

Overview:

Responsible for assisting with all day-to-day processes which are carried out in the dispensary. The Assistant Manager is responsible for assisting with managing the dispensary in strict accordance with the CCC and organizational targets and policies. He/she seeks to maximize revenues while minimizing costs. He/she will ensure that promotions are accurate, and merchandised to the company's standards, and that excellent customer service and patient care standards are met.

Key Duties and Responsibilities:

- Managing product inventory, goods for display and assisting with decisions about stock control
- Ensuring there is zero inventory shrinkage or misconduct by retail associates
- Uses the Point-of-Sale system to ensure all relevant information is recorded and tracked accurately
- Maintain the integrity and security of the dispensary by allowing only authorized personnel into dispensary and ensuring all medicine is stored as appropriate
- Maintain absolute confidentiality at all times
- Assist with implementation of new initiatives as needed in the dispensary
- Assisting with managing and motivating a team to improve and ensure efficiency
- Ensuring standards of quality, customers service and health and safety are met
- Responding to customer questions, complaints and comments
- Touring the sales floor regularly, talking to employees and customers, and identifying/ resolving urgent issues
- Conducting sales transactions when required
- Opening and closing the dispensary with and without supervision of the General Manager

Employment Requirements:

- Must have a valid MA Drivers license and proof of insured reliable transportation
- Must be 21 years of age

- **Punctual, meticulous, reliable, FLEXIBLE SCHEDULE**
- Courteous manners with patients
- Have knowledge of strains, genetics, edibles and growing
- Submit to a full background check

Qualifications:

- Meticulous attention to detail
- Excellent communication skills
- High level of responsibility
- Flexibility and willingness to pitch-in wherever needed
- Must be confident and customer service oriented when dealing with patients/customers on the phone and in person as well
- Compassion for patients
- Applicable experience as a retail manager or assistant manager.
- Stand for prolonged periods and able to carry up to 40lbs regularly.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. The Company, rather than management, retains the discretion to add or change duties of this position at any time.

Alternative Therapies Group is an Equal Opportunity Employer.