



*PA Options for Wellness is an Equal Opportunity Employer. We believe in providing employment for all qualified applicants without regard to race, color, religion, gender, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

*Our mission, through our clinical research partnerships, is to be Pennsylvania's preferred provider of medical marijuana to qualified and approved patients by providing the highest quality products, with the greatest service, in a dignified and professional manner.*

*Our employees enjoy a fast-paced, business casual work environment, along with opportunities for development, and the challenge to make a difference.*

### **Inventory Specialist**

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#### **Full time (exempt)**

Under direction from the Operations and Compliance Manager, the Inventory Specialist will be responsible to conduct inventory counts, audits, and maintain accurate records. The position will properly record and report production and processing information within the appropriate systems while verifying data accuracy. This position will also serve as the primary point of contact for testing of all PAOFW/Vytal Options products produced at the grower/processor facility.

This position will be located at our facility in Duncannon.

Key essential responsibilities include:

- Conduct inventory counts, including physical counts and weight audits, according to SOP and work procedures/instructions.
- Work closely and partner with cultivation, post-harvest, and processing teams to ensure accurate record keeping of plant material and finished product.
- Assist with waste product sorting/destruction.
- Complete assigned data entry using MJ Freeway as well as other applicable systems ensuring accuracy of data.
- Run various standard and ad hoc reports related to cultivation, post-harvest, and processing production, on hand inventory, distribution rates, etc.; compile data into reports that are easily understandable for end users.
- Conduct and support regular audits of cultivation, post-harvest, and processing teams work to ensure accuracy; assist with year-end physical audits as well as ad hoc audits throughout the year.
- Ensure compliance with all PA Department of Health regulations.
- Document and help support the standardization of work procedures ensuring controls are in place for data and processing integrity.
- Under guidance/direction from the Operations and Compliance Manager, serve as the point of contact for all cultivation, post-harvest, and processing product testing; schedule testing, create manifests, and oversee/manage/communicate testing results.
- In collaboration with the Operations and Compliance Manager, oversee inventory for cultivation, post-harvest, and processing keeping clear records/documentation.

Non-essential responsibilities include:

- Assist with preparation of wholesale orders and provide support to Transportation/Logistics in preparation of products for transport/delivery.
- Perform other duties as assigned.

The successful candidate will possess:

- A High School Diploma or GED.
  - *An Associate degree in business, economics, logistics or related field is preferred.*
- One to two years' related inventory experience.
- One year data analysis experience.
- Demonstrated knowledge of inventory management and adherence to first in/first out procedures.
- Demonstrated knowledge of cannabis products and strains.
- Strong communication (verbal and written) and negotiation skills.
- Demonstrated leadership and conflict resolution skills with the ability to lead and influence without authority.
- Ability to work collaboratively with team members from other departments.
- Advanced critical thinking and problem-solving skills.
- Advanced organizational skills.

### **Physical Requirements of the Position**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a labor-intensive position, working in a production environment. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to walk, stand for extended periods of time, and crouch/stoop. The employee will be required to use hands and fingers to operate, handle, and/or feel objects, tools, and/or controls; and reach with hands and arms. The employee will be required to lift and/or move up to 75 pounds. The employee must be physically capable of performing manual labor tasks required for the proper management of grow facility, including meeting activity performance counts, lifting/carrying product totes, pushing carts, moving and making adjustments to equipment, etc. Will be required to wear varying degrees of personal protective equipment for specific tasks (some tasks require partial PPE; some will require full PPE). Specific vision abilities required by this job include close vision and the ability to adjust focus.

This position may require schedule flexibility to include nights, weekends, and/or holidays as needed.

***How to Apply***

For more information and a full job description visit <https://paofw.com/career-page/>. Applicants should send a resume and cover letter outlining how they meet the position requirements to [sthomas@paofw.com](mailto:sthomas@paofw.com). This position will remain open until filled.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate must be at least 18 years of age with no felony convictions and will be required to submit to an extensive background investigation, fingerprinting, and a pre-employment drug screening.