

 Waabigwan Mashkiki, LLC Position Description <small>WAABIGWAN • MASHKIKI •</small>	Position Code:	Classification
	Safety Sensitive:	Non-Exempt Yes
Position Title: Fulfillment Supervisor	Reports To: DOO	
Department: Administration	Revision Date: 07/10/2024	
Division: Waabigwan Mashkiki, LLC		
Position Summary		
<p>We are seeking a Fulfillment Supervisor to oversee the process of fulfilling and distributing wholesale cannabis orders to our Waabigwan owned Retail Dispensary locations and other wholesale customers. The Fulfillment Supervisor will ensure the accuracy and timeliness of making sure our wholesale customers stay stocked with our product as well as managing the ordering system used for wholesale orders. Waabigwan Mashkiki is expanding rapidly in Minnesota and we'd love to have you join our team!</p>		
Essential Duties & Responsibilities		
<ul style="list-style-type: none"> • Implements and maintains policy and procedures relating to wholesale distribution. This includes ensuring the accuracy of orders being filled and managing scheduling processes of distribution. • Executes system ordering updates and reconciliations as well as complete various forms, summaries and backup reporting for accounting to ensure auditable results. • Works to continuously improve the accuracy, efficiency, training and accountabilities essential for the wholesale distribution process. • Provides reporting and analytics on optimized vs actual inventory levels and key drivers of service and wholesale issues with recommended actions. • Assists with management and development of a fulfillment team. • Assists with other projects as needed or transports according to Standard Operating Procedures. • Effectively communicates and identifies issues or concerns to assist in implementing greater security measures to ensure staff and customer safety and security of property and assets. • Create a positive workplace culture that strengthens team member engagement and ensures all team members are treated fairly, with respect, and have the tools necessary to perform their jobs. 		
Competencies		
<p>To perform the job successfully, an individual should demonstrate the following competencies:</p> <p>Analytical – Synthesizes complex or diverse information; collects and researches data; designs work flows and procedures.</p> <p>Continuous Learning – Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.</p> <p>Job Knowledge – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision;</p>		

displays understanding of how job relates to others; uses resources effectively.

Use of Technology – Demonstrates required skills; adapts to new technologies; troubleshoots technological problems.

Design – Generates creative solutions; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Communications – Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation – Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions.

Conflict Resolution – Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Cost Consciousness – Works within approved budget.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Strategic Thinking – Understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

Adaptability – Able to deal with frequent change, delays, or unexpected events.

Achievement Focus – Demonstrates persistence and overcomes obstacles.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Education & Experience

- 2+ years previous supervisor experience in Fulfillment or related field
- Lift 60+ lbs. may be needed
- Self-motivated, curious, analytical and data mining skills
- Demonstrate and able to teach and develop direct reports
- Strong time management skills to plan deliveries
- Proficient in Microsoft Suite, especially Excel (can perform complex functions).

- Experience with cannabis programs such as Metrc and LeafLink

Certificates / Licenses / Registrations / Requirements

- Possess valid driver's license, Tribal or State ID
- Must be twenty-one (21) years or older.
- Able to pass background check and drug screening.
- Able to maintain strict confidentiality.
- No felony drug convictions within the previous ten (10) years.
- Must fully meet the licensing requirements of the White Earth Medical Cannabis Control Board and be licensed to dispense medical cannabis according to the rules and regulations promulgated by the White Earth Medical Cannabis Control Board, in accordance to the White Earth Medicinal Cannabis Code.
- EEO with Native American Preference.
- A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment. Background Checks performed.

Physical Demands

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.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and taste or smell. Occasionally heights may exceed 30 feet. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate to loud.