

 Waabigwan Mashkiki, LLC Position Description	Position Code:	Classification
	Safety Sensitive:	Non-Exempt Yes
Position Title: Inventory Control Manager	Reports To: DOO	
Department: Administration	Revision Date: 07/01/2024	
Division: Waabigwan Mashkiki, LLC		
Position Summary		
<p>We are seeking a highly motivated and detail-oriented Inventory Control Manager to join our team at Waabigwan Mashkiki. The successful candidate will be responsible for overseeing all aspects of inventory management, ensuring accurate stock levels, and implementing effective control measures. The Inventory Control Manager will play a crucial role in optimizing efficiency, reducing costs, and enhancing overall operational performance.</p>		
Essential Duties & Responsibilities		
<ul style="list-style-type: none"> • Implements and maintains policy and procedures relating to inventory control. This includes ensuring the accuracy of warehouse inventory, analyzing poor product rotation and maintaining the storage locator system • Executes system inventory 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 inventory control process. • Provides reporting and analytics on optimized vs actual inventory levels and key drivers of service and inventory issues with recommended actions. • Assists with management and development of inventory control team. • Works with supply and demand planning on inventory policy, settings and distribution strategy. • 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 patient safety and security of property and assets. • Monitors for and reports any deviations from Standard Operating Procedures, breaches of security, unauthorized access to, tampering, destruction or theft of mothers, clones and all plant materials including waste, to the General/Operations Manager immediately upon suspicion or detection. • Initiate's lock-down safety procedures for assigned workspace to ensure staff safety and protection of property and assets. 		
Competencies		
<p>To perform the job successfully, an individual should demonstrate the following competencies: Analytical – Synthesizes complex or diverse information; collects and researches data; designs work flows and procedures.</p>		

Continuous Learning – Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

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; 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.

Position Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Implements and maintains policy and procedures relating to inventory control. This includes ensuring the accuracy of warehouse inventory and product inventory.
- Executes system inventory 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 inventory control process.
- Provides reporting and analytics on optimized vs actual inventory levels and key drivers of service and inventory issues with recommended actions.
- Assists with management and development of inventory control team.
- Works with supply and demand planning on inventory policy, settings and distribution strategy.
- Assists with other projects as needed.

Knowledge & Skills

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to read and interpret documents such as equipment and procedure manuals, safety rules, and operation and maintenance instructions.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of:

- Internet software
- Spreadsheet software
- Word Processing software
- Knowledge of and ability to interpret and apply internal controls specified in Standard Operating Procedures.
- Knowledge of using a personal computer and ability to use or learn to use related software including Excel, Word, Outlook, and Inventory management software

Other Skills & Qualifications

- Skill of developing and maintaining positive relationships with external and internal vendors.
- Ability to identify and carry out actions to achieve goals while considering possible

- risks to effectively develop long and short-range company objectives.
- Skill in preparing written materials such as correspondence, reports and proposals to meet purpose and audience.
- Skill of receiving a message, understanding the intended message, and giving feedback to ensure guest expectations are met.
- Skill in trouble shooting techniques.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to follow procedures and give attention to detail.
- A great attitude and willingness to become part of a one of a kind team.

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.