



## **Assistant Manager**

Wild Glow Cannabis Company (WGCC)  
E23860 U.S. 2, Watersmeet, MI 49969  
Full Time

## **About Us**

WGCC is a licensed adult-use retail dispensary in Watersmeet, MI. We offer a wide range of legal recreational cannabis products as well as cannabis smoking accessories. Our primary goal is to ensure the safety and satisfaction of our customers by providing them with locally grown and regulated recreational marijuana. We cater to adults aged 21 and above and strive to deliver the best in-store customer experience. At WGCC, we prioritize the quality of our cannabis products, offering a curated selection that is backed by education and transparency.

## **Job Description**

The Assistant Manager plays a pivotal role in supporting the daily operations of the store and serves as a key partner to the Manager in running the store effectively. They are responsible for ensuring a positive guest experience, managing store operations, and supporting compliance efforts in a heavily regulated industry. This role requires strong leadership, customer service skills, and a commitment to compliance.

\*Note: This job description is not exhaustive, and additional duties may be assigned as needed.

## **Responsibilities**

- Assist the store manager in daily operations and management of the store
- Provide excellent customer service and ensure customer satisfaction
- Operate cash register and handle financial transactions accurately
- Assist with inventory management and stock replenishment
- Train and supervise sales associates to ensure they meet sales goals
- Conduct interviews and assist with recruiting new team members
- Assist with scheduling and shift management
- Maintain a clean and organized store environment
- Support in ensuring the dispensary's strict adherence to all relevant laws and regulations governing the cannabis industry.
- Regularly review and update internal policies and procedures to maintain compliance with changing legal requirements.
- Collaborate with regulatory bodies and auditors, facilitating inspections without violations and addressing any compliance-related issues effectively.



- Support in oversee training programs for all dispensary staff to ensure a deep understanding of and adherence to compliance standards.
- Maintain accurate records for all company and regulatory requirements and proactively address any discrepancies.
- Must participate in training as needed

**Education/Qualifications/Skills:**

- High School Diploma or equivalent
- Must be at least 21 years of age.
- Proven experience in retail management, preferably in the cannabis industry.
- Demonstrated skills in people management and development.
- Strong customer service expertise, including supervising retail associates and experience in handling invoices and cash.
- Possess professionalism, punctuality, trustworthiness, and excellent interpersonal and communication skills.
- Proficiency with various business technologies, hardware, and software, including HR systems for timesheet management, time clocks, POS systems, and the Microsoft Office suite, is expected.
- Ability to address complex issues and allocate time to execute multiple tasks and changing priorities.
- Must submit to a background check

**Physical and Environmental Requirements:**

- Ability to work a flexible schedule, with varying times and days. Please note the position may require weekday, weekend, Holidays, day and night shift flexibility
- Ability to perform the following physical tasks: sitting, standing, stooping, stretching, walking, bending, twisting, reaching, performing repetitive motions, and carrying boxes.
- Ability to lift up to 25 lbs. or more multiple times per day
- At any time any changes can and will take effect as business needs change. Please be advised that this is subject to change and responsibilities and roles can also change.