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## **JOB DESCRIPTION – INVENTORY ASSOCIATE**

### **Company description**

Insalata is a truly unique cannabis retailer with its origin in the heart of Corso Italia, Toronto. Our employees come from a wide range of backgrounds, each bringing their own skills, talents, and passion to a collaborative work environment to create a customer experience that is second to none in the industry.

Insalata is committed to changing the current landscape in a meaningful way. Our strategic relationship and positioning give Insalata a differentiated competency that support our mission of guiding all adult consumers through their individual journey with cannabis.

We take the time to understand our customers; their experience level, wants, needs and how cannabis can be a meaningful part of their journey. We are a passionate, dedicated team who loves to learn and grow along with this industry. The Ownership group comes from various walks of life and expertise with over 15 years of Legacy knowledge, passion, and industry trends, to Pharmacists who understand the big picture and what cannabis has to offer. We do things differently and want someone as eager and passionate as we are to join our wonderful Team! **After all, It's about the Journey.**

### **Here's how you fit in:**

Reporting to the Assistant Store Manager, the **Inventory Associate** has an immediate impact on sales and customer satisfaction by ensuring that products are delivered seamlessly into our guests' hands. Your super-power is your attention to details, and you excel at being 100% accurate, 100% of the time. Ideally, you're the kind of person who gets an immense satisfaction when everything is in its place, accounted for with no discrepancies. If you thrive in a high-energy, high-volume environment, this role is for you!

### **What we expect from you on a day-to-day basis:**

- Maintain the security of all vault assets in strict accordance with Insalata Cannabis Market Standard Operating Procedures (SOP's)
- Receive deliveries and accurately record transactions in the tracking system
- Pick orders and verify for accuracy prior to uploading into the POS system
- Conduct physical inventory counts
- Maintain stockroom to optimize efficiency for receiving, picking and inventory count

**It would be great if you have:**

- CanSell certification or a willingness to obtain
- A minimum of 1 year of experience in inventory and order picking, ideally customer-facing
- A passion for FIFO, and keeping stock cycled through properly
- Exceptional detail orientation and attention to accuracy
- A strong sense of urgency to deliver a stellar customer experience within a team environment
- Data entry skills and knowledge of basic accounting and/or inventory practices
- Physical ability to regularly unload, put away and carry product up to 25 kg
- Endurance to stand for extended periods of time
- Ability to investigate and problem-solve for discrepancies and variances
- General knowledge of and/or an interest in learning about cannabis, accessories, and consumption methods
- Post secondary education focused on Purchasing/Inventory Control/Supply Chain Management a plus
- A flexible schedule (weekdays, weekends, and evenings)

**So, what's in it for you:**

- Supportive Owners who are cheering for your success - just tell us what you need to get the job done and we will remove whatever barriers we can. Our passionate dedicated ownership group has over 20 years of experience in Cannabis, from Recreational level to Pharmaceutical and will be there to support you however they can
- An environment where we hustle, a lot ... but where we also find time to share in our successes. We are constantly looking for achievements that go above and beyond our expectations and we love to recognize greatness! Be prepared to be delighted by us