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| <b>JOB TITLE:</b>  | Purchasing Manager  |
| <b>DEPARTMENT:</b>   | Dispensary Operations   |
| <b>REPORTS TO (Title):</b>   | Director of Dispensaries  |
| <b>JOB SUMMARY</b> <i>(In one or two sentences state the overall purpose or essential function of the job, and how it fits into the total scheme of company operations.)</i>   |   |
| The Purchasing Manager serves as a member of the Dispensary Operations leadership team. This position will collaborate with the G/P Operations, retail operations, accounting, compliance, and other internal departments to design, document, implement, and monitor processes that establish controls, ownership, and accountability related to product availability within the dispensaries.  |   |
| <b>LISTING OF DUTIES AND RESPONSIBILITIES</b> <i>(List in order of importance key duties/responsibilities in fulfilling the Primary Duty.)</i>   |   |
| <ul style="list-style-type: none"> <li>• Serves as a liaison with the Senior Leadership team, ensuring appropriate resources are available while driving initiatives for success.</li> <li>• Oversees all functions of the sales lifecycle including but not limited to monitoring and managing product demand, aging inventory, and pricing strategy; is responsible for flow of product through the dispensary.</li> <li>• Responsible for planning, selecting, and purchasing Vytal Options and 3<sup>rd</sup> party products for all dispensary locations.</li> <li>• Create and maintain effective partnerships with statewide vendors.</li> <li>• Partner with Finance and Dispensary Operations as it relates to forecasting, developing revenue targets, budgeting, and sales operations processes; support the month end close process for purchase orders, inventory, etc.</li> <li>• Prepare monthly sales reports by product and other applicable categories to evaluate brand and product performance; make adjustments as necessary.</li> <li>• Analyze current inventory needs and forecast future sales, ensuring healthy supply chain with steady flow of product; ensure appropriate inventory utilizing data obtained from proprietary database(s) as well as the MJ Platform.</li> <li>• Monitor the market to observe emerging trends, new product offerings, and competition strategies; suggest recommendations for internal operations.</li> <li>• Partner with Retail Operations management and Finance to plan and monitor inventory levels across multiple locations; as needed, lead and conduct inventory audits as well as collaborate with internal compliance.</li> <li>• Conduct root cause analysis to determine inventory shortages/overages; actively search for process improvements while making and implementing recommendations to resolve discrepancies.</li> <li>• Collaborate with GP Leadership team to share and analyze dispensary sales, inventory, and market data.</li> <li>• Partner with the Marketing team to develop advertising strategy and promotional activities as well as new product launches.</li> <li>• Take the lead role in developing, communicating, and analyzing the results of dispensary inventory promotions.</li> <li>• Attend cannabis industry trade shows, conferences, conventions, and other professional events to stay current on industry trends as well as interact with potential and existing partners.</li> <li>• Perform other duties as assigned.</li> </ul> |   |
| <b>EDUCATION/WORK EXPERIENCE/KNOWLEDGE/SKILLS</b> <i>(Required for the job, and not the employee's skills/experience)</i>  |   |
| <b>EDUCATION/CERTIFICATIONS:</b>   | <ul style="list-style-type: none"> <li>• Bachelor's degree in Business Administration, Finance, or related field.</li> </ul>  |
| <b>MINIMUM YEARS OF WORK EXPERIENCE:</b>   | <ul style="list-style-type: none"> <li>• A minimum of two years' experience in a related role.</li> <li>• A minimum of two years' experience in inventory working with multiple SKU's, supply chain, and/or logistics optimization.</li> <li>• Prior experience in the cannabis industry is preferred.</li> <li>• Experience working in a dynamic, fast-paced environment.</li> <li>• Must possess reliable transportation, including a valid driver's license and applicable insurance, as well as a willingness to travel as needed.</li> </ul> |
| <b>KNOWLEDGE/SKILLS:</b>   | <ul style="list-style-type: none"> <li>• Always demonstrating high ethical and professional standards, with honesty, integrity, and behavior that emulates PAOFW mission, vision, and values.</li> <li>• Demonstrated knowledge of cannabis products and strains.</li> <li>• Excellent communication (verbal and written), leadership, and conflict resolution skills with the ability to lead and influence without authority.</li> <li>• Ability to recognize and respond to changing trends/priorities.</li> </ul>                             |

- Strong technical skills, with proficiency in Microsoft Office, MJ Freeway, etc.
- Highly motivated, self-directed, innovative and able to work independently or among teams (within as well as across an organization); keen judgement, common sense, and resourcefulness.
- Advanced critical thinking and problem-solving skills.
- Advanced negotiation skills.
- Ability to multitask, coordinating multiple projects ensuring deadlines are met.
- Advanced organizational skills as well as attention to detail.
- Ability to aggregate and analyze data.

**LIST PHYSICAL REQUIREMENTS OF THE JOB**

*(i.e., shift work, climbing, lifting, working outdoors in extreme climates, extensive driving, on call responsibilities, etc.)*

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 frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This position will require work outside of core business hours including after-hours work for meetings, events, and/or customer relations including nights, weekends, and holidays. This position will require frequent travel within the Commonwealth of Pennsylvania.

*THE ABOVE-DESCRIBED JOB DUTIES ARE MERELY A FRAMEWORK WITHIN WHICH WORK WILL USUALLY BE ASSIGNED TO JOB INCUMBENTS. THIS DESCRIPTION DOES NOT AND SHOULD NOT BE CONSTRUED TO NECESSARILY LIMIT WORK ASSIGNMENTS THAT MAY BE MADE FROM TIME TO TIME, NOR DOES IT IDENTIFY ALL WORK THAT IS TO BE DONE.*

- *Balance third party and internal Vytal Options products*
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