



Packaging and Fulfillment Assistant

Updated 8/16/24

As the Packaging and Fulfillment Assistant for Treeworks it is your responsibility to assist our packaging and transfers departments with data entry, labeling, and order fulfillment. We are looking for a person with strong attention to detail, the ability to multitask, and to lead others on our packaging line. A background using Metrc is required for this position and familiarity with Massachusetts cannabis testing protocols is desired.

Your daily job requirements include:

Assist the packaging manager to maintain stock levels of all product SKUs

- Enter production batch information into METRC
- Interpret Testing Certificates of Analysis (COAs) and import data into Treeworks internal system
- Print data onto product labels for all products
- Lead and facilitate packaging tasks

Assist the transfers manager to ensure orders are prepared for transport

- Submit production batch samples for 3rd party testing
- Fulfill orders from available stock
- Create transfers manifests within METRC
- Communicate with delivery team and 3rd party transport to facilitate smooth transfers

Maintain a high standard of quality control

Maintain a working knowledge of SOPs for job-related processes

Communicate daily with production manager and lab manager to anticipate needs and facilitate prioritization of tasks

Maintain a clean work space

Work in a timely and efficient manner

Experience

Prior use and high competency in seed-to-sale tracking METRC

Competent in Microsoft Excel

High attention to detail

Compensation

\$20-23/hr

Schedule

Mon-Thu, 12-8PM, Fri 9AM-4PM

Full-Time

Employee's Name:

Date:

ABOUT TREEWORCS

Treeworks of Massachusetts is a High Times Cannabis Cup multi-award winning, premium cannabis brand in the state of Massachusetts. We are a rapidly growing, locally owned brand with products on over 170 dispensary shelves throughout the state, across 5 different product categories.

Treeworks' prioritizes applicants who live in the towns determined as areas of disproportionate impact by the Massachusetts Cannabis Control Commission. Specifically targeting Holyoke, Springfield, Greenfield, Amherst and West Springfield. We are also seeking to hire minorities, persons with disabilities, women, members of the LGBTQ community, as well as individuals that have a drug-related CORI but are otherwise legally employable in a cannabis-related enterprise.

HOW TO APPLY

Please include a paragraph about why you believe you're a good fit for Treeworks. Be sure to include any relevant experience and the best means to contact you.