



Inventory & Production Specialist Job Description

The inventory supervisor for Treeworks oversees sourcing, storing, and tracking of bill of material items. They are responsible for confirming and releasing finished goods for fulfillment. This role will work closely with the Production Manager and the Director of Operations to ensure supply chain security on all of the 200+ B.O.M. items that Treeworks currently uses.

This role will develop and maintain protocols for filing and tracking of raw materials, work in progress and finished goods.

They will assist the production and packaging team as needed.

This role will manage active vendors, ensuring secondary sources of all B.O.M. items.

Job Responsibilities:

- Designing, implementing and continuously improving an inventory control and tracking system.
- Examine raw materials and supplies to determine shortages and/or unnecessary excess
- Create detailed reports for adjustments, inventory operations and stock levels
- Analyze various suppliers to ensure Treeworks is receiving the best cost-effective deals and prioritizing minority owned businesses
- Find backup suppliers whenever possible for all B.O.M. items.
- Enter production batch data from recipe sheets created by production heads.
- Track unit cost for all Treeworks SKUs
- Release Package Production Batches into Wix
- Weekly checks of our For Sale inventory
- Perform Quarterly B.O.M. Audits
- Perform Yearly Comprehensive B.O.M. Audits

Skills Sought:

- Extremely High Attention to detail.
- High Level of Organization
- Google Sheets/ Microsoft Excel proficiency
- Email writing proficiency
- Basic Metric proficiency (**not required**)
- Ability to work as a part of a team

Compensation:

Salary depending on experience: \$57,000-\$65,000

Benefits:

- Health Care available
- PTO

Schedule

Mon-Friday, 8am-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.