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<b>Position Title:</b>	Store Manager-LBH
<b>Position Type:</b>	Full-Time, Exempt
<b>Base Pay:</b>	\$70,000-\$75,000
<b>Location:</b>	Onsite- Shinnecock Nation Territory
<b>Reports to:</b>	Shinnecock Nation Council of Trustees
<b>Availability:</b>	Open availability required, including evenings, weekends, holidays

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### **Role Summary**

The Store Manager plays a critical leadership role, directly overseeing the day-to-day operations of the dispensary with a strong emphasis on product curation, vendor relations, in-store promotions, and customer engagement. This individual is responsible for ensuring optimal product availability, executing marketing campaigns, and maintaining an exceptional retail environment that aligns with our brand and regulatory standards.

### **Key Responsibilities**

#### **Retail Operations**

- Manage all aspects of daily dispensary operations including opening/closing procedures, cash management, staffing, and customer service.
- Oversee and maintain accurate inventory in compliance with state regulations using Metra and POS systems.
- Implement operational best practices and ensure store-level compliance with company policies and cannabis regulations.
- Develop and maintain employee schedules to ensure adequate coverage aligned with traffic patterns and store initiatives.
- Train, mentor, and supervise dispensary staff to ensure a high standard of performance, professionalism, and product knowledge.
- Oversee scheduling of leads and associates; support and approve employee overtime requests, coverage, PTO, and payroll approval.

#### **Product Acquisition & Vendor Relations**

- Oversee the purchasing and inventory teams to ensure timely and strategic product procurement.
- Establish and maintain vendor relationships, negotiate pricing and delivery terms, and ensure stock meets customer demand and brand standards.
- Analyze product sales trends, optimize SKU assortment, and provide feedback to purchasing teams for continuous improvement.

- Coordinate with packaging and merchandising teams to execute in-store product displays and planograms.
- Oversee pricing and discount strategies that adhere to approved budgets and strategic goals.

### **Store-Level Marketing & Promotions**

- Plan and execute store-specific marketing campaigns including product promotions, seasonal events, and customer loyalty initiatives.
- Work with the central marketing team to localize digital content, signage, and collateral to enhance in-store visibility and customer engagement.
- Track marketing performance metrics (e.g., foot traffic, conversion rates, promo ROI) and adjust tactics based on data insights.
- Host or co-host community engagement events and on-site vendor days to drive traffic and sales.
- Ensure brand compliance and consistency across all customer touchpoints.

### **Qualifications**

- Minimum 21 years of age.
- 3+ years of experience in a cannabis dispensary or retail store management role.
- Proven experience with product merchandising, retail marketing, and vendor negotiations.
- Working knowledge of Metrc and cannabis retail POS systems.
- Proficient with Google Workspace and/or Microsoft Office Suite.
- Strong leadership, communication, and interpersonal skills.
- Must be organized, detail-oriented, and capable of multitasking in a dynamic environment.

### **Working Conditions & Physical Requirements**

Requires standing and walking for extended periods, occasional lifting (up to 50 lbs), and operating in a fast-paced retail environment. Must be able to work a flexible schedule, including weekends, nights, and holidays. May be required to work in outdoor or inclement weather conditions for special events or store-related activities.

### **Benefits**

- Health and dental insurance
- Employee discounts
- Paid time off

Employee Discount *All qualified job applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are committed to fostering diversity and leveraging the value of diversity with equity and inclusion. Little Beach Harvest does practice Native Preference, meaning, preferential treatment in filling job vacancies is given to qualified Indian candidates in accordance with the Indian Reorganization Act of 1934 (Title 25, USC, Section 472).*

