

# Sisseton-Wahpeton Oyate

## Job Description

---

**Job Title:** Dispensary Manager

**Job Location:** Dakota Seven Dispensary

**Job Description:**

We are seeking a highly motivated and detail-oriented Business Manager to oversee our business operations for the Sisseton-Wahpeton Oyate. The ideal candidate will possess a strong background in business management along with a deep understanding of the medical-recreational cannabis industry.

**Responsibilities:**

1. Oversee daily business operations of the facility, ensuring compliance with tribal regulations.
2. Develop and implement strategic business plans to advance the company's mission and profitability.
3. Be knowledgeable about cannabis laws, products and their medical treatments.
4. Maintain an understanding of the unique cultural, legal and regulatory environment of the Sisseton-Wahpeton Oyate tribal community and work in compliance with tribal laws.
5. Responsible for inventory management, financial planning, and business development.
6. Coordinate with local authorities and community members to foster positive community relationships.
7. Responsible for hiring, managing, scheduling, training, supervision and performance evaluations of all staff members.
8. Responsible for overseeing end of the day inventory counts and reconciliation.
9. Responsible for overseeing end of the day cash balancing and financial reporting.
10. Work together with other tribal departments to ensure smooth operations.
11. Lead the preparation and presentation of monthly and annual reports related to business performance. Prepare and present all monthly and annual reports to Tribal Council.
12. Develop business correspondence and procedure manuals.
13. Creating budgets, maintaining sales reports, and financial record-keeping.
14. Continually seek new education and information about cannabis business trends, regulations, and best practices.

**Qualifications:**

1. Bachelor's Degree in Business Administration or related field. Master's of Business Administration or related advanced degree preferred.
2. Prior work experience in the cannabis industry, especially medical cannabis is highly desired due to the nature of working with individuals.
3. Must be knowledgeable regarding strains of cannabis and how it will affect individuals.
4. 2 + years' Supervisory Experience.

**Skills:**

1. Familiarity with the regulatory environment related to cannabis in Native American tribal territories is a plus.
2. Strong leadership and management skills.
3. Excellent understanding of business management principles and best practices.
4. Excellent communication, financial management and strategic planning skills.
5. Ability to work in a fast-paced, challenging and changing environment.
6. Proficient computer skills (e.g. Microsoft Office)
7. Ability to work weekends or evenings.

**Job Requirements:**

1. Valid State driver's license, and appropriate liability insurance.
2. Must pass a Federal, State and Tribal Civil and Criminal background checks.
3. Must pass a drug test.

Employment will be decided on the basis of qualifications, merit and business need.

Approved *Melinda Lach-Lewis* Date *4/19/24*