DISPENSARY MANAGER JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Location</th>
<th>Mesquite, Nevada</th>
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<tbody>
<tr>
<td>Job Status</td>
<td>FULL-TIME</td>
</tr>
<tr>
<td>Pay Range</td>
<td>TBD</td>
</tr>
<tr>
<td>Direct Supervisor</td>
<td>EXECUTIVE MANAGEMENT</td>
</tr>
<tr>
<td>Experience Level</td>
<td>EXPERIENCED</td>
</tr>
<tr>
<td>Licensure required?</td>
<td>YES</td>
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POSITION SUMMARY
The Dispensary Manager is responsible for managing all day-to-day operations of the dispensary in accordance with the State of Nevada and standards set by Company and responsible for the overall profitability of the dispensary. The Dispensary Manager provides support to all Cashiers, Dispensary Agents and Patient/Customer Coordinators which includes: scheduling, training, providing policy and procedure updates, keeping updated with industry news and product information. The Dispensary Manager is responsible for ordering and receiving of all inventory and products, arranging deliveries, maintaining agent and facility compliance and cleanliness.

REQUIRED EXPERIENCE, EDUCATION AND SKILLS
Two years of experience in a retail position with managerial responsibilities, preferably in the marijuana industry. Thorough understanding of state and local medical marijuana laws and how they apply to the operations of Company. Excellent communication skills and attention to detail. Effective time management and ability to multitask. Ability to work in a fast-paced, changing and challenging environment. Proficiency in Windows based software and point of sale applications.

CORE JOB DUTIES
Agent Support and Management:
- Responsible for managing dispensary staff, schedules, inventory and patient/customer relations;
- Serves as a role model and resource for dispensary staff concerning products and services, policies and procedures, industry news and changes in regulations;
- Responds to all agent questions, concerns or suggestions and takes action when necessary to resolve conflicts;
- Responsible for delegating tasks to Cashiers, Dispensary Agents and Patient/customer Coordinators in order to maintain a compliant and clean facility; and
- Coordinates with the upper management to ensure accurate information is communicated to dispensary staff.

Customer Service:
- Provides superior customer service for vendors, patient/customers and caregivers;
- Responds to all patient/customer complaints, requests, concerns, suggestions and takes action when necessary to resolve conflicts; and
- Oversees orders and deliveries to ensure accurate order information and timeliness of deliveries.

Reports, Documentation and Profitability:
- Maintain accurate records of all dispensary activities including daily cash reconciliations, patient/customer records, sales, deliveries and returns in accordance with the State of Nevada and the standards set by Company;
- Maintain inventory control system and perform daily counts of all marijuana and marijuana products in the facility;
– Provide regular inventory, sales and profitability reports to the Management Team.

**JOB SKILLS**
Excellent managerial skills. Accurate data entry and record keeping. Experience with the ADP/POS system. Thorough understanding of medical marijuana policy and law. Ability to work in a fast-paced, changing and challenging environment. Ability to make business decisions as necessary with oversight when needed. Proficiency in Windows based software and Internet navigation.

**JOB SCOPE**
Operates with direct supervision from Executive Management. Follows established policies and procedures, contributes to the development of new concepts, policies and procedures as necessary to perform job duties and tasks.

**DISCRIMINATORY PRACTICES PROHIBITED**
In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Company are based on merit, qualifications and abilities. Company complies with all EEOC guidelines. Company does not discriminate in employment opportunities or practices on the basis of: Race, national origin or ethnic background; Height and weight; credit rating or economic status; religious affiliation or beliefs; citizenship; marital status, civil partnership or number of children; age; gender, gender identity or expression; sexual orientation; security/background checks for certain religious or ethnic groups; U.S. military or veteran status; disability or medical condition; or questions and examinations.

**DISCLAIMER**
Company reserves the right to change or assign other duties to this job description. Your employment with Company is a voluntary one and is subject to termination by you or Company at-will, with or without cause and with or without notice, at any time. Nothing in this document shall be interpreted to be in conflict with or to eliminate or modify in any way the employment at-will status of Company employees.