



## **COMPLIANCE OFFICER**

### **POSITION SUMMARY**

The Compliance / QA Manager has overall responsibility for Company adherence to all local, state, and Company policies and procedures, laws, rules and regulations. This position works in collaboration with Cultivation, Processing, Retail, IT, Human Resources, and ensures the Board of Directors, management and employees are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that behavior in the organization meets the Company's Standards of Conduct. This position participates with other management staff in charting the direction of the Company, ensuring its accountability to all constituencies, and ensuring its effective operation. Within the Company, the position has primary working relationships with the senior management team, security, cultivation, extraction and processing, and the dispensing management. Outside the Company, the position coordinates, primarily, with regulatory agencies and independent testing laboratories. The Compliance/QA Manager will work directly with the Cultivation and Processing team for tight controls and management of all product inputs and final products to ensure the highest product quality. This position oversees all inventory management and tracking as well as recordkeeping to improve business efficiencies and Company asset protection. The Compliance / QA Officer is responsible for tracking the Company Diversity Programs.

### **CORE JOB DUTIES AND RESPONSIBILITIES**

- Drafts and monitors all compliance procedures. Continually reconciles and monitors inventory to maintain full compliance with state and local law. Maintains communication with all state and local law enforcement and regulatory agencies in order to ensure complete compliances across Cultivation, Processing, Dispensing, Asset Protection, and IT.
- Establish and develops operational protocol.
- Ensures compliance with regulations and controls by examining and analyzing records, reports, operating practices, and documentation; recommending opportunities to strengthen the internal control structure
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required
- Ensure the record keeping meets the requirements of auditors and government agencies.

### **SKILLS REQUIRED**

- Organized, understanding of legal rules and regulations, government reporting and record keeping.
- Physical requirements include standing, bending, and lifting up to 50 pounds.

### **QUALIFICATIONS**

- Bachelor's degree or 4 additional years of experience.
- 2+ years' experience in a regulatory, compliance, or ISO environment.
- Regulated industry experience in pharmaceuticals is preferred.