

**Who We Are:** Medicine Man Technologies is an experienced first-mover and fully integrated operator in the cannabis industry, offering consulting, retail pharma-grade products and turnkey solutions for cannabis cultivators for over a decade. Medicine Man Technologies is leveraging expertise and intellectual property to vertically integrate research, retail, cultivation, formulation and distribution operations with active and past clients in 18 states and seven countries. For more information, please visit our website: [www.medicinemantechologies.com](http://www.medicinemantechologies.com).

**Position Objective:**

This is a Part-Time position working on-site at our Havana Street location, 20 hours per week.

**Position Objective:** The Licensing Specialist will handle complex cannabis licensing needs for a publicly traded company with the highest level of integrity in a professional manner. Additionally, they will evaluate and process applications, maintain supporting documentation for licensure, review applications to ensure complete and accurate representation while maintaining confidentiality.

**Essential Functions:**

- Demonstrated knowledge of and experience working with professional and licensure policies and statues, specifically cannabis related or within a heavily regulatory environment;
- Advanced ability to read, understand, and apply ever-changing, current state and local statutes, rules, policies and procedures, as appropriate to the job function, requesting assistance from in-house counsel as needed for interpretation of any unclear regulations;
- Ability to identify discrepancies and provide feedback to correct deficiencies, provide support;
- Examine, track, route, monitor and obtain various licensing documents to ensure strict deadlines are met (meeting every request with a sense of urgency);
- Data entry into related computer databases; ensure all trackers are updated;
- Generate, print, and distribute letters, documents, licenses, and certificates;
- Submit applications and payments as needed in a timely fashion;
- Evaluate and recommend changes to processes and procedures;
- Participate in staff cross training, ongoing education and professional development opportunities;
- Additional duties as assigned by management.

**Minimum Qualifications:**

3 years of general clerical experience, which must include **all** of the following:

- Experience analyzing documents for completeness, correctness, and/or compliance with laws, rules, policies and procedures;
- Customer service experience responding in a professional manner with tact and diplomacy to sensitive information;
- Experience working in an environment with detailed policies, procedures and strict deadlines;
- Proficiency with general software applications, including Microsoft Office and/or Google Suite (e.g. Word, Excel, Google drive, Google forms, Google sheets, etc.);
- Updating and utilizing databases for tracking purposes.

**Knowledge and Other Required Qualifications:**

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- Excellent oral and written communication skills to effectively explain requirements in a clear, concise, and understandable manner;
- Critical thinking and the ability to analyze and apply rules, policies, and statutes to ensure compliance;
- Demonstrated attention to detail;
- Advanced organizational and time management skills, ability to work independently to prioritize tasks and manage a heavy workload;
- Problem-solving skills / solution driven;
- Accountability for work product;
- Ability to collaborate with various stakeholders and build strong relationships;
- Reliable transportation for travel to sites and delivery of applications;
- Must possess or be able to qualify to receive a Colorado Marijuana Enforcement Division (MED) support badge and be 21 years of age or older.

### **Education and Experience Required:**

- Minimum Bachelor's degree or equivalent cannabis licensing experience

The above requirements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, and this job description may be amended at any time. Required experience, training, or educational requirements shall be as indicated or as deemed acceptable by management.

### **Working Conditions** (Schedule, Environment, Travel)

- Normal office hours, 8:30am – 5:00 pm Monday through Friday, as a Part-Time employee, schedule will be established with the manager.
- Exposure to fertilizer, dusts, odors, high heat, low temperature, high and low humidity, high noise levels, vibrations, water, dry salts, allergens, pollen, dust, plant pathogens, other volatile organic compounds, and other environmental variables.

**Medicine Man Technologies is committed to fairness and equality of opportunity in the workplace.** All qualified applicants will 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.

**Medicine Man Technologies** participates in **E-Verify** for all newly-hired employees. Employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You may complete section 1 of the I-9 form upon your acceptance of a job offer letter, but no later than your first day of employment and in addition, on your first day, but no later than the third day, you are required to submit original documents to verify your eligibility to work in the U.S.

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