

COMPLIANCE COORDINATOR JOB DESCRIPTION

Summary of Position:

The Compliance Coordinator will be integral part of the corporate legal team, responsible for monitoring and tracking State cannabis rules and regulations. In this job, the coordinator will parse dense regulatory language to assist marketing, operations, and sales teams. A keen eye for detail is a must, as regulations and requirements differ from state to state, and sometimes from city to city. The coordinator will be mindful of updates to regulations which impact our business, and work with other departments to make changes as necessary. The coordinator will also create and maintain documentation outlining requirements for advertising, packaging, and labeling in each territory.

Essential Job Functions:

- Weekly review of state-issued bulletins to keep up to date on regulatory changes
- Keep abreast of regulatory developments within or outside of the company as well as evolving best practices in compliance control
- Timely review and respond to compliance-related questions from all Company departments
- Creation and maintenance of compliance documents needed by various teams including facilities
- Review and summary of different regulations in prospective territories
- Weekly calls and/or visits to Company manufacturing facilities to ensure safety and compliance
- Drafting compliance-related memos and talk-tracks for use by sales teams, executives, and other Company personnel

Skills and Attributes:

- Strong written and verbal communication skills
- Strong attention to detail
- Proficiency with Microsoft Office, Google Drive
- Ability to understand, analyze, and summarize local, state, and federal cannabis and workplace regulations
- Experience in a working within a regulated industry
- Bachelor's Degree in related field or equivalent number years of experience.