

WE'RE LOOKING FOR A talented multi-tasking guru aka, **Front Desk Receptionist**, to be a part of our growing Medical Cannabis outfit. This position is full-time and must be available to work Sundays, Wednesdays and Thursdays.

This individual will have the unique opportunity to support Arizona's medical marijuana patients in this exciting industry. We are looking for a dependable team player with a background in healthcare customer service.

SPECIFICALLY, AS A ROCK STAR FRONT DESK RECEPTIONIST, YOUR RESPONSIBILITIES WILL INCLUDE:

- Welcome all patients into the dispensary with a warm, positive attitude
- Directs phone calls by maintaining employee and department directories; giving instructions
- Maintaining world class customer service and patient communication.
- Daily compliance with MMJ policies including but not limited to; state/local regulation compliance, security protocols, access protocols, inventory tracking, dress code, and work schedules.
- Contribute to team environment and company advancement

THE QUALIFYING CANDIDATE MUST HAVE:

- Must be able to sit, stand and walk for periods of up to ten to twelve hours.
- Must be able to reach, bend, balance and transport various objects weighing up to 20 lbs repeatedly a shift
- Creativity, enthusiasm and energy to contribute to and thrive in a growing start-up atmosphere where roles continually adapt as the company evolves

BENEFITS

- Full-Time, Hourly Position plus tips
- Medical, Dental, and Vision benefits
- Access to opportunities to expand your skill set and share your knowledge with others across the organization

Level Up is an equal opportunity employer.

The duties and responsibilities identified herein are not a comprehensive list and additional tasks may be assigned to the employee from time to time.

Must be at least 21 years old and legally authorized to work in the United States.

Hiring, following a conditional offer of employment, is contingent upon passing a complete background check.

Job Type: Full-time