



PRODUCTION MANAGER

Retro Cannabis is a Prince Edward Island based craft cannabis producer who began its journey in 2021. From our inception, we have steadfastly committed ourselves to the pursuit of excellence, channeling our energy into the creation of Premium Craft Quality products. At the heart of Retro, lies a vision to redefine the Canadian cannabis industry leveraging Vintage Vibes and Modern Methods. Our product offerings are currently being sold into both provincial retail and private wholesale markets across Canada.

We are in the search of a **Production Manager** to join our Senior Leadership Team (SLT). This individual will lead our production team, in addition to other duties. This position reports to our Chief Operating Officer and works in conjunction with our Senior Leadership Team.

Key Responsibilities:

- Lead and provide oversight to our Production Lab Technicians
 - Continuous improvement training for team members
 - Performance management
- Responsible for overall management, execution and efficiency improvements related to production including, but not limited to;
 - Production forecasting & scheduling
 - Assessing project and resource requirements
 - Production related budget management
 - Production related equipment management
- Become the *Head of Security (HOS)* for Retro Cannabis as per Health Canada regulations and complete all associated role responsibilities
- Responsible for overseeing, improving and/or executing all Preventative (and Emergency) Maintenance
- Responsible for creating, overseeing and improving the Health & Safety program on-going
- Willingness to learn, understand and improve production related Standard Operating Procedures (SOPs)
- Support Retro's product R&D in conjunction with our SLT
- Other duties as directed by management

Qualifications & Education:

- Must have Canadian citizenship
- Health Canada security clearable or cleared for HOS duties
- Bachelor of ECommerce, Science, Engineering or equivalent production/operations experience in a related industry
- 2-5yrs experience in food, manufacturing and/or pharma related industries
- 1-2yrs of people management experience
- Good understanding or willingness to learn Canada's cannabis regulations
- Experience with internal and external audits
- Experience working in (or general knowledge of) the cannabis industry would be considered an asset
- Experience working in a highly regulated industry would be considered an asset
- Internal training will be provided



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Desired Skills:

- Mechanically inclined
- Excellent organizational and decision making skills
- Experience with leadership and management
- Problem solving skills
- Strong communication skills
- Results-driven approach
- Time management
- Proficient with Microsoft Word & Excel

Employment Details:

- Compensation: \$60,000-\$85,000. Entire compensation package to be discussed in interview
 - Competitive salary
 - Annual incentive opportunity
 - Paid vacation, personal and sick days
 - RRSP match program available after probation period
 - Health benefits available after probation period
- Full-time position
- Monday - Friday, 8am-4:30pm
 - This position may require to work outside of the above hours periodically
- Location: Head Office in Charlottetown, PEI

How to Apply:

- Please send your resume and a brief cover letter detailing why you'd be the ideal candidate to apply@retrocannabis.ca. Only those selected for an interview will be contacted.

Equal Opportunity Employer:

- Retro is committed to a diverse, inclusive and respectful work environment. We are proud to reflect the rich diversity of the communities we serve and recognize that our success is driven by this diversity.

This job description indicates the general nature and level of work performed by employees in this role. It is not designed to contain a comprehensive inventory of all duties, responsibilities, and qualifications.