



GREEN POINT RESEARCH

PROFESSIONAL STAFF JOB DESCRIPTION

Introduction

In support of the performance evaluation process at Green Point Research (“GPR”), we have developed a job description for the staff to ensure a common understanding of the performance expectations within the company. The communication of clear job description allows staff to better manage their job duties and enhances the ability of management to make fair performance evaluation, compensation, and promotion decisions.

The managers prepare job descriptions, existing job descriptions are also reviewed and revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned, as necessary. Contact management/human resources if you have any questions or concerns about your job description.

Role

Amended Effective Date: 1/6/22

Green Point Research Receptionist at the Cannabis Center of Excellence located in Jasper, FL will consist of the following duties but not limited to what is noted below:

RESPONSIBILITIES INCLUDE:

- Upkeep and cleanliness of office
- Inventory of office supplies
- Customer Service inquiry tracking from incoming phone calls, emails, and other company systems
- Greet guests at the office
- Open and scan incoming mail into appropriate company systems
- Receive incoming packages and log information and distribute to correct companies’ units
- Manage the Paid Time off reporting and compliance
- Handle employee expense report gathering and documentation
- Handle Hourly Payroll compiling and documentation
- Outgoing mail drop off to the appropriate mail carrier
- Assistance with database tracking and reporting
- As needed:
 - assist with fulfillment of incoming orders and samples requests
 - Assist staff with product packaging and storage.
 - Work with supervisor and other staff to ensure accurate inventory management.
 - Work with supervisor and other staff to ensure accurate recording and processing of orders.

**Job descriptions are not intended to be all-inclusive. Other responsibilities may be assigned.



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REQUIREMENTS:

- High school diploma or relevant work experience
- Prior experience as a receptionist or in related field.
- Consistent, professional dress and manner.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Good time management skills.
- Ability to read and interpret written work orders.
- Able to contribute positively as part of a team, helping with various tasks as required.
- Optional
 - o Photography interest and photo editing skills

TIME NEEDED

- 20 hour per week onsite at the Company location

PAY

- \$13 per hour