



Pioneer Interests  
2042 Arapahoe Street  
Denver, CO 80205

<b>Title Compliance Manager</b>
<b>Division: Compliance</b>
<b>Reports To: Jenny Hamp</b>

### **Compliance Manager**

**Summary:** To manage daily compliance operations within the facilities and stores. Reporting to the Director of Compliance.

#### **Duties and Responsibilities:**

- Primary responsibilities will include prompt responses to emails, zoom meetings, conducting training meetings, rule readings, and documenting work group attendance.
- Ensuring labeling and packaging meets state requirements.
- Manage on the ground operations such as the facility audits, inspections, and observations.
- Manage stores post break-in and help develop response teams.
- Responsible for all store related compliance needs as they arise. Reporting questions and concerns back to Compliance Director
- Assist with the modifications of premises, transfer of locations transfers of ownerships, etc that require on the ground inspections.
- Manage regulatory agency inspections as they occur, working to resolve inspection issues.
- Supervising the badging the badging processing for all locations. Ensuring appropriate documentation has been submitted and badges are compliant.
- Daily communication between the Compliance Director and the teams on the ground will be required. Reporting back to the Compliance Director daily regarding questions, concerns, and to align priorities.

The Compliance Director will orchestrate the symphony, the Compliance Manager will be the musician.

#### **Requirements:**

Must be 21 or older

Travel is required for this role to all locations within the state, to include retail stores, and potentially cultivation, and product manufacturing.

1+ Year of Compliance Experience in a highly regulated industry preferred.

1 + Year of Cannabis Experience preferred

Ability to obtain a state registered badge for each location, expectation to wear badge as needed for each location.

#### **Working Conditions:**

Position will require regular travel to all locations in state. Position will also require computer/desk work, along with hard copy paperwork. They will need regular access to a



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computer and a printer/scanner, as well as access to their own reliable vehicle and phone. Regular trips to post offices will be involved.

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