



Job Description

Receptionist

NativeCare

Open: July 29, 2025

End: OPEN UNTIL FILLED

Primary Function

This employee will play a key role in greeting visitors in a friendly and helpful manner. This position will check customers into the dispensary software and collect all necessary information to allow them to purchase NativeCare products properly. In addition, this position will perform administrative duties and are responsible for daily cleaning and minor day-to-day maintenance of your work area.

Reports to NativeCare Dispensary Managers. Part-time position no benefits. **Friday to Sunday**, and on-call. Hourly pay: \$17.00. Red Lake Band Member and Native American preference observed.

Responsibilities:

- Greets all NativeCare patrons in a warm, sincere and helpful manner
- Ensure that each NativeCare patron is eligible to make a purchases
- Check-in existing and new NativeCare
- Listen and respond to customers' needs and questions
- Ensure that public areas are clean
- Assist or manage with customer issues, questions or suggestions
- Frequent and friendly customer interactions
- On-Call as needed
- Other Duties As Assigned

Qualifications:

- High School Diploma or GED preferred but not required
- Two years of retail experience preferred
- Excellent communication and customer service skills
- Helpful attitude, highly professional, dependable and friendly demeanor
- Excellent telephone skills
- Strong computer and internet skills
- Ability to push, pull, or lift over 50 pounds
- Strong time management skills and task prioritization skills
- Ability to work independently or as part of a team
- Willingness to assist where needed
- Ability to work collaboratively in a fast-paced team-oriented environment
- Excellent troubleshooting and diagnostic skills
- Must meet licensing requirements with Red Lake Tribal Regulatory Cannabis Agency and pass tribal, state and federal background checks
- Knowledge and/or experience in the cannabis industry is desirable, but not required
- Must be 21 years or older

To Apply: A complete application and resume with three references, please send to NativeCare Corporate Office, 24400 Highway 1, P.O. Box 569, Red Lake, MN 56671

NativeCare is a tribally owned premier cannabis operator dedicated to quality, innovation, and community. NativeCare focuses on producing the best possible product for cannabis enthusiasts.