



**September 2024**

## **JOB DESCRIPTION: Post Production Manager**

### **Location:**

**Reports To:** Cultivation Director and Facility Manager

### **Company Overview:**

Grow Pro is a leading cannabis cultivation company in South Africa with a dynamic start-up culture and a dedication to producing premium-quality cannabis products. Guided by an experienced management team, we operate at the forefront of the industry, utilizing advanced technologies like Cli-Max climate control and Bionova nutrients to optimize our growing process. Our activities span contract cultivation, exporting to EU cannabis markets, and strategic investments in existing licensed cannabis facilities, all while maintaining strict adherence to industry standards and regulatory compliance. Join us and become part of a team that values growth, innovation, and quality.

### **Job Summary:**

The Post Production Manager will oversee all aspects of the post-harvest process, including drying, curing, trimming, weighing, and packaging cannabis flowers. This role involves managing a 6-person trimming team and ensuring that all processes adhere to company quality standards and regulatory requirements. Reporting directly to the Cultivation Director and Facility Manager, you will be responsible for the overall performance of the post-production department, ensuring efficient operations, quality output, and regulatory compliance.

### **Key Responsibilities:**

- **Manage Post-Production Processes:** Oversee drying, curing, trimming, weighing, and packaging to ensure product quality, consistency, and regulatory compliance.
- **Lead and Supervise Trimming Team:** Manage a 6-person trimming team, including training, scheduling, performance monitoring, and feedback to ensure high-quality results and a smooth workflow.
- **Develop and Implement SOPs:** Create and enforce standard operating procedures (SOPs) for all post-production activities, ensuring efficiency and compliance.
- **Quality Control:** Implement quality control measures throughout the post-production process to ensure products meet company standards and are free from contaminants.
- **Inventory Management:** Manage inventory for post-production supplies, including packaging materials, trimming tools, and equipment.

GrowPro (Pty) Ltd

8 Hillside Road, Parktown, Gauteng 2193

Reg No: 2022/781791/07 - VAT No: 4290310327

- **Data Management and Reporting:** Maintain accurate records of post-production activities, including drying times, cure levels, and packaging data. Prepare regular performance reports for the Cultivation Director and Facility Manager.
- **Compliance:** Ensure all processes comply with SAHPRA guidelines and South African regulations, including proper documentation, labeling, and traceability.
- **Optimize Workflow:** Continuously assess and improve post-production processes to increase efficiency, reduce waste, and enhance product quality.
- **Equipment Maintenance:** Ensure all post-production equipment is properly maintained and calibrated for safe and efficient operation.
- **Training and Development:** Develop training programs for the post-production team, ensuring they are knowledgeable about best practices, safety protocols, and regulatory compliance.
- **Collaboration:** Work closely with the Cultivation, Quality Assurance, and Packaging teams to ensure a smooth transition from harvest to final packaging.

### **Qualifications:**

- Bachelor's degree in agriculture, horticulture, business management, or related field preferred.
- Minimum 5 years of experience in post-production management, preferably in the cannabis industry.
- Strong understanding of post-harvest processes, including drying, curing, trimming, and packaging.
- Proven experience in team management and SOP implementation.
- In-depth knowledge of SAHPRA regulations and cannabis production laws.
- Excellent leadership, communication, and organizational skills.
- Proficiency in Microsoft 365 and experience with inventory and production management software.

### **Physical Requirements:**

- Ability to work in a post-production facility for extended periods.
- Flexibility to work weekends, holidays, and extended hours as required.
- Ability to lift and move up to 25kg.

### **Employment Terms:**

Full-time position with a three-month probation period. Opportunities for professional growth within the company.

### **Disclaimer:**

Grow Pro is an equal opportunity employer. We are committed to fostering a diverse and inclusive work environment where everyone can thrive. All information provided by applicants will be kept confidential and used solely for the purposes of recruitment. Only shortlisted candidates will be contacted for further steps in the application process.