



PROJECT MANAGER

Our Project Managers are responsible for working directly with Clients on a variety of tasks, mainly pre-license business building and application writing, with the goal of producing ever-improving content ahead of schedule. This position may continue to work with Clients post-license as business needs dictate, always with an emphasis on Client satisfaction.

RESPONSIBILITIES

- Manage assigned Clients, including communication, writing, and tracking of projects
- Oversee and complete technical writing assignments
- Manage technical writers, providing continuous coaching for skill improvement and industry knowledge
- Frequently review workflow efficiency and quality of deliverables, incorporating successful methods of working and lessons learned into future projects
- Continuously explore, track, and monitor Client needs for post-license projects
- Ensure availability and responsiveness to Client needs, sometimes outside of normal business hours, in order to maintain Client confidence and deliver exceptional results

WHAT'S NEEDED IN THIS ROLE

- In-depth knowledge of, and professional experience in, the cannabis industry
- Excellent technical writing abilities, including impeccable grammar and clear expression of complex ideas
- Ability to read and interpret complex laws, applications, and other technical materials
- Comfortable working with and explaining financial models and Excel formulas
- Strong communication skills, both written and spoken
- Solution-oriented consultative style, adept at managing expectations, anticipating areas of concern and diffusing conflict where needed
- Proficiency with organizational software tools and methodology
- Ability to provide frequent feedback to technical writing staff that positively shapes writing assignments and workflow

SALARY RANGE: \$57,000 – \$85,000

Full-time, regular employees are eligible to participate in our group health plans, retirement plan, and flexible paid time off that our company generally provides. Benefits may be subject to additional qualifiers, such as a waiting period, or may present tax implications that should be discussed with your tax advisor. Canna Advisors reserves the right to modify the benefits package at any time.

If you'd like to be considered, please submit your resume and cover letter to jobs@thinkcanna.com