



CANNA ADVISORS®

BUILDING THE INDUSTRY

CLIENT SERVICES ADMINISTRATOR

We have an immediate need for a Client Services Administrator to ensure that our client onboarding, communication and project delivery is seamless and professional.

This position will play a key role in supporting the Client Services (“CS”) team by performing a series of administrative duties, including schedule coordination and data entry, while always maintaining confidentiality of client information. This role requires a self-starter with attention to detail, a love for process and standardized procedures, and previous experience in a similar role. This position is an excellent opportunity to learn about the cannabis industry across the nation.

This position is remote four days a week, with Wednesday afternoons in person at various locations throughout the Boulder/Denver metro.

RESPONSIBILITIES

- Provide daily administrative support services to CS team, such as scheduling meetings, directing calls, managing incoming correspondence, and organizing data for CS team members
- Organize, input & maintain data into workflow systems (such as spreadsheets and Zoho) for all CS team members and company use
- Be the first point of contact for clients and vendors, facilitating solutions and/or escalating requests as needed by providing accurate client info to the appropriate CS team member or other departments as required
- Provide client support, including setting meetings, fielding inquiries and requests, assisting with use of internal systems such as SharePoint, and the delivery of documents
- Attend client calls and interdepartmental meetings
- Create slide decks for internal presentations and business planning purposes

WHAT'S NEEDED IN THIS ROLE

- 1-3+ years of experience in an administration role
- Ability to work independently and multi-task with little supervision while maintaining a strict attention to detail
- Experience with Microsoft's cloud-based products, including SharePoint, Teams and Office
- Working knowledge of Adobe Acrobat & Google Suite
- Experience with slide deck creation, such as in Microsoft PowerPoint
- Professional verbal and written communication skills

WHAT WILL SET YOU APART

- **A PASSION FOR THE CANNABIS INDUSTRY**
- Previous experience working in CRM software such as Zoho
- Some previous knowledge of the commercial cannabis industry

ANNUAL SALARY RANGE

- \$45,000 - \$55,000 commensurate on experience

LEGAL DISCLAIMERS

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.
- Duties, responsibilities, and activities may change at any time with or without notice.
- Canna Advisors is an Equal Opportunity Employer. Canna Advisors does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.