



bodhi

Elevate. Enhance. Amplify.

Position Description	<i>Administrative Specialist</i>
Status	<i>Full-Time, Non- Exempt</i>
Division	
Department	<i>Admin</i>
Reports to	<i>Finance & HR Manager</i>

Core Values

Humbly Confident - Trusted Teammate - Service Driven - Strategic Innovation - Growth Mindset

Job Summary

This role is responsible for providing comprehensive support across general administrative, Human Resources, logistics, and operational functions. This role ensures smooth day-to-day business functions while maintaining confidentiality and efficiency. The position interacts closely with the VP of Operations and Finance / HR Director. The ideal candidate is proactive, adaptable, and able to manage multiple tasks efficiently while maintaining professionalism and confidentiality.

Disclaimer:

This job description is intended to outline the core duties and qualifications of the role. It is not exhaustive and may be subject to change or revision. Employees may be required to perform other related duties as assigned, in support of the department or organization's goals, even if such tasks are not specifically listed in this document.

Key Responsibilities

5 Core Responsibilities:

- 1. Front Desk & Administrative Support**
- 2. HR & Employee Onboarding**
- 3. Logistics & Operations Support**
- 4. Office & Event Coordination**
- 5. Data & Compliance Tracking**

Key Duties & Expectations:

- Greet visitors, and provide excellent customer service.
- Answer phone calls, respond to emails, and manage correspondence.
- Maintain office supplies and ensure an organized workspace.
- Coordinate and assist with monthly staff luncheons and other employee engagement events.
- Use a personal vehicle for errands such as shopping, mailing, and other tasks as needed (mileage reimbursement provided).
- Attend and participate in various meetings.
- Assist with onboarding new employees, including paperwork and orientation coordination.
- Maintain employee records and ensure compliance with company policies.
- Support HR-related communications and scheduling.
- Handle sensitive information with the utmost confidentiality and professionalism.
- Adjust man-hour projections as needed.
- Coordinate purchase orders and manage inventory.
- Oversee shipping, receiving, and general office logistics.
- Support operational tasks to ensure efficiency across departments.
- Using a personal vehicle, transport cannabis materials in various forms to and from vendors and testing facilities when needed. (Mileage reimbursement provided)
- Using a personal vehicle, pick up supplies from local vendors.
- Update, and maintain various spreadsheets and other tracking sheets used in production.

Qualifications

- Previous experience in HR required.
- Previous experience in administration and logistics roles preferred.
- Proficiency in Google Workspace & Microsoft Office (Word, Excel) is required.
- Proficient general computer skills.
- Strong organizational and multitasking skills.
- Excellent oral & written communication skills.
- Excellent Interpersonal skills
- High level of integrity and professionalism.
- Understanding of and application of confidentiality.
- Strong decision making and problem solving skills
- Self Motivated.
- Professional appearance and presentation required.

Education / Experience

- Required: High School Diploma or equivalent
- Work Experience: 1-3 years working in administration, HR, and logistics.
- Experience working in & with a Team
- Bachelor of Science (preferred)
- Must read *What the Heck is EOS?* and *Traction & Get A Grip*

Working conditions

- This job primarily operates in an office environment. This role routinely uses standard office equipment such as computers, phones, printers, and filing cabinets.
- Upon need, will utilize personal vehicles to run errands and to transport cannabis material.

Physical requirements

- Ability to lift 25lb boxes into and out of the vehicle.
- Use hands to finger, handle, and/or feel: the ability to type, pick, pinch with fingers, seize, hold, grasp or turn with hands and perceive attributes of objects and materials such as size, shape, temperature, or texture by touching with fingertips.
- Maintain balance while walking, standing or crouching.
- Twist upper torso.
- Reach up and out with hands and arms.

Core Values Performance KPIs

(Scored on a -3 to +3 scale, with 0 being baseline expectation)

Core Value	KPI Target	Measurement Method
Humbly Confident	±3 performance band	Feedback from peers/supervisors, coaching check-ins
Trusted Teammate	±3 performance band	Team surveys, collaboration metrics, behavior logs
Service-Driven	±3 performance band	Customer/internal team feedback loops
Strategic Innovation	±3 performance band	Contributions to process/system improvements
Growth Mindset	±3 performance band	Learning participation, upskilling efforts

Interpretation of Scores:

- **+3** = Exceptional demonstration of value
- **+/-** = Meets expectations
- **-1** = Needs immediate attention/improvement

Compensation

Wage: \$22 - \$25 /hr

Electronic Communication & Systems Requirements

Effective communication and timely responsiveness are critical to team success. All team members are expected to:

- **Check and respond to work-related emails regularly** for shift updates, announcements, and compliance notifications.
- **Utilize Basecamp** for task management, project collaboration, scheduling, and departmental communication.
- **Log in to BambooHR** to manage personal employee information, time-off requests, and company-wide updates.

All team members must maintain an active account in each system, review updates daily during scheduled work periods, and complete assigned digital training or forms as required.

Disclaimer

The information presented indicates the general nature and level of work expected for the described position above. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this position. Rather, they are intended only to describe the general nature of the position.

SIGNATURES: The position holder and supervisor have reviewed and discussed this description of responsibilities. The incumbent agrees to perform the duties satisfactorily with the supervisor's guidance.

Employee Signature	
Date	
Print Name	
Signature of Supervisor	
Date	
Print Name	

Bodhi Core Values

Humbly Confident

We lead with quiet confidence, acknowledging our strengths while remaining open to feedback and growth. We take initiative, act professionally, and push through challenges with determination. Ego is left at the door, and humility paves the way for authentic leadership.

Trusted Teammate

We solve problems before they grow, follow through on every commitment, and show up for our team with consistency, honor and care. We earn trust by being dependable, detail-oriented, and always ready to step in and step up.

Service Driven

We are committed to serving others — customers, teammates, and our community. Every action we take is driven by a mindset of adding value and making a positive impact. We show up and help build a culture of support, generosity, and shared success.

Strategic Innovation

We don't just solve problems — we reimagine what's possible. We think creatively, act strategically, develop thoughtful products, and seek smarter ways to work, grow, and lead. We improve what exists and envision what's next.

Growth Mindset

We believe in continuous improvement and the power of learning. Challenges are opportunities for growth. We take initiative by seeking out greater responsibility — not just to advance our own development, but to strengthen the team as a whole.