



## Extraction Manager

Paris, ON | Full-time

Aleafia Health is committed to being Canada's leading patient-focused healthcare enterprise offering medical cannabis care. Our mission is to build a global cannabis brand. Through education, research, and development, we will advance the cultivation and science of medically authorized cannabis.

Reporting directly to the General Manager, the Extraction Manager is responsible for overall production of extracts and management of extraction operations through to initial packaging.

### ESSENTIAL FUNCTIONS

- Ensure all employees are working safely, and equipment is in proper working order.
- Adhere to all occupational health and safety regulations and Company policies.
- Follow all departmental Standard Operating Procedures (SOPs) and ensuring they are up to date.
- Maintain and continuously improve procedures for extraction and further refinement processes.
- Promote employee satisfaction through opportunities for additional knowledge via training, seminars, and information exchange.
- Develop and monitor Key Performance Indicators (KPIs) and metrics and propose changes or improvements based on findings.
- As a Subject Matter Expert (SME) in extraction and further processing, support the organization by applying technical expertise to support, troubleshoot, and resolve operational Continuous Improvement (CI) initiatives and opportunities.
- Support onboarding new technologies, equipment and procedures.
- Working cross-functionally with all functional areas of the business
- Ensure the team's execution to maintain adherence production schedule.
- Ensure the effective execution of goals, targets and objectives with established Company policy, procedure and requirements (Safety, Quality, Compliance & KPI's)
- Support a Continuous Improvement culture
- Follow all departmental Standard Operating Procedures (SOPs) and ensuring they are up to date.
- Adhere to and uphold all occupational health and safety regulations and Company policies.
- Other duties as assigned.

### ROLE REQUIREMENTS/ABILITIES

#### Experience / Education

- Degree or diploma in Science/Engineering program with a focus on Chemistry
- Experience in Pharmaceutical, Fine Chemicals, Food, Cannabis or CPG industry
- 3-5 years of experience in a management position



- 5+ years of experience in extraction or chemical processing
- Experience with hydrocarbon extraction is an asset

### Skills & Abilities

- Excellent interpersonal and communication skills
- Strong organizational and record-keeping skills
- Ability to communicate efficiently and effectively across all work groups and work well cross-functionally
- High attention to detail and self-motivated
- Strong Computer Skills and proficient in Microsoft Office, Google Suite
- Ability to prepare presentations and present to medium sized groups of people
- Continuous Improvement mindset
- Flexible to work off shift hours

**Note:** The chosen applicant will be required to successfully complete reference checks and a criminal background check.

*We appreciate the interest by all candidates however we will be contacting those that best fit the requirements. Aleafia Health welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Aleafia Health will work with you in an effort to ensure that you are able to fully participate in the process.*

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