**WORKING FOREMAN – Full Time**

Octopot

Union, MI (Cannabis Friendly)

Apply at Octopot.com

Salary: $21.00 *an hour*

Our working foreman will be responsible for ensuring that everything goes smoothly at our workshop site located in Union, MI (>2miles from IN State Line). This individual will be responsible for being the point of contact between the shop staff and team leadership. A few of the main duties of our working foreman will be to coordinate tasks for the day, oversee efficiency of the workshop, and managing our shipping and receiving responsibilities. You will also have to report the progress of the weekly projects to the leadership staff.

Our working foreman should have 1+ year experience in light manufacturing. The most important skills that our working foreman will have is outstanding people skills, attention to detail, and organizational management. Our staff is our most valued asset!

**Responsibilities for Working Foreman**

* Oversee day to day operations of the Workshop and Property:
  + Light Industrial
  + Pick/Pack
  + Shipping/Receiving
  + Inventory
  + Grounds Projects
* Set project goals and oversee projects to completion; schedule and track assignments

**Qualifications for Working Foreman**

* Leadership Experience
* Excellent communication and customer service skills
* Ability to lift up to 50 pounds
* High School Diploma or GED *preferred but not required*

Operational Hours: Monday – Friday (8 hour shift)