

MEDICAL DELIVERY DISPATCHER

Blue Bird Delivery - Orange County

\$13-15 an hour - Part-Time, Full-Time
(compensation depending on experience)

JOB SUMMARY

Blue Bird Delivery is looking for:

Part and Full-Time Delivery Dispatchers for our Orange County office location. This is a patient focused position for individuals with compassion, sensitivity and the ability to explain the potential benefits of cannabis. Qualified candidate should have knowledge of medical cannabis strains and the various methods of use. Customer service experience, knowledge of basic computer and phone skills, point of sale software and cash management experience are a plus. You must have the capacity to work varying work schedules including weekends. We run a very professional and licensed state compliant cannabis delivery service, and we're seeking the highest professional standards from all new employees and applicants.

Responsibilities and Duties:

Applicant would be responsible for the following duties; Answering a high volume of patient telephone calls, scheduling delivery times, verifying first-time patients, quoting donation prices to patients. Dispatcher should also be able to assist patients to ensure they receive the correct medication that will best benefit the patient's specific illness and medical condition. Dispatchers duties include proper weight and packaging of medicine for dispatching drivers. Overseeing data entry for all patient orders on accounting software. Dispatchers must be able to work with minimal supervision, and be able to communicate well with drivers and assist the operations manager with daily administrative duties including monthly inventory. Dispatchers are also responsible for overseeing the accurate and timely delivery of medicine to patients. Ideal candidates must be able to multitask and preferably have previous logistics or dispatcher experience, and must have knowledge of navigating the Orange County area.

QUALIFICATIONS and SKILLS

Qualifications:

- Must be 21 years old or over.
- Applicant must have a valid California Medical Marijuana Program State ID card from the State of California.
- Have current, valid California Drivers License and reliable transportation.
- A qualified candidate should be available to work weekends and holidays.

Requirements:

- Applicant must pass a criminal background check.
- Have excellent phone communication and interpersonal skills.
- The applicant must be able to read, write and communicate in english, as it relates to safety regulations. Also must know how to use Microsoft Office: Excel, Word
- Route & schedule patient deliveries
- Confirm deliveries of patients orders to delivery drivers
- Managing inventory & product stock
- Data entry for patient orders on MMJ Freeway Accounting Software
- Trouble shooting orders and basic customer service
- Pulling and packing medicine for delivery
- 2+ years of warehouse or dispatching experience (preferred but not required)
- Must be in the office 11am-pm Mon-Fri, NO Telecommuting, locals apply only

Please email the following items for consideration to: contact@bluebirdrx.com

- COVER LETTER
- RESUME
- PROFILE HEADSHOT PHOTO (REQUIRED)
- **Be Prepared to Display Professional Attire and Attitude -- Serious Inquiries Only**