



Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
 Telephone (336) 367-7251 – Fax (336) 367-3637
 Serving: Davie, Stokes, Surry, and Yadkin Counties

YVEDDI provides equal employment opportunities for everyone. No person shall be discriminated against because of race, religion, color, sex, age, national origin, disability, political affiliation or veteran status.

To:	Interested Persons: <ul style="list-style-type: none"> • YVEDDI Service Centers • NC Works (ESC) • Indeed.com
From:	Kathy Payne, Executive Director Chris Fowler, Finance Director 
Date:	September 26, 2019
Re:	JOB VACANCY
Position Title:	Purchasing Manager (Part-Time)
Location Address:	533 N. Carolina Ave, Hwy 601 N. Boonville, NC
Work Schedule:	Generally Monday–Friday 5-6 hours per day
Wage Range:	Competitive - DOE
Starting Date:	October 21, 2019
Job Objective:	Assist with providing overall direction and coordination of Inventory Management and Procurement Compliance.
Education Requirements:	<ul style="list-style-type: none"> • High school graduate or equivalent and have computer training/experience. • Prefer 2 year Business Degree in Business Administration <u>or</u> • 5 years' experience as Purchasing Agent <u>or</u> • 5 years' experience in Inventory Control
Close Out Date	Until Filled
Contact:	<p>Qualified applicants should contact HR Director, Janet Phillips via email at jphillips@yveddi.com</p> <p>Employment Application available for download at www.yveddi.com</p>

Employment with YVEDDI is "at will". You or YVEDDI may end your employment with us at any time for any reason within applicable state and federal laws.