



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

<b>To:</b>	Interested Persons: <ul style="list-style-type: none"> <li>• YVEDDI Service Centers</li> <li>• Surry Community College</li> <li>• Employment Security Commission</li> </ul>
<b>From:</b>	Kathy Payne, Executive Director <i>Kathy Payne</i> Maegann Harris, Interim Finance Director
<b>Date:</b>	July 7, 2015
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Purchasing Manager (Part-Time)</b>
<b>Location Address:</b>	533 N. Carolina Ave, Hwy 601 N. Boonville, NC
<b>Work Schedule:</b>	Generally Monday–Friday, 5-6 hours per day
<b>Wage Range:</b>	\$10.60 – \$12.00 DOE
<b>Starting Date:</b>	July 27, 2015
<b>Job Objective:</b>	Assist with providing overall direction and coordination of Inventory Management and Procurement Compliance.
<b>Education Requirements:</b>	<ul style="list-style-type: none"> <li>• High school graduate or equivalent and have computer training/experience.</li> <li>• Prefer 2 year degree in Business Administration <u>or</u></li> <li>• 5 years' experience as Purchasing Agent <u>or</u></li> <li>• 5 years' experience in Inventory Control</li> </ul>
<b>Close Out Date</b>	Until Filled
<b>Contact:</b>	Maegann Harris at <a href="mailto:mharris@yveddi.com">mharris@yveddi.com</a>  Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>

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