

# Warehouse and Dispatch Manager Needed!



A Woman Owned Business Enterprise

We are looking for an experienced Warehouse Manager to serve our supply chain logistics department.

***Job Type: Full-time***  
***Pay: \$15.00-\$20.00 (DOE)***

## **Responsibilities:**

- Print Purchase Orders, Invoices, and Corresponding Paperwork for Pickups and Deliveries
- Oversee Drivers
- Daily Truck Inspections
- Arrange Delivery Routes and Vendor Pickups
- Deliver Product if Needed
- Schedule Maintenance for Trucks
- Care for "Pick Up" Customers as Needed
- Policy Overview with Drivers
- Picking Raw Materials for Orders
- Establish Storage and Distribution Procedures
- Receive Product, Inventory Control, and Stocking

## **Required Skills:**

- Proficient in Microsoft Office
- Self-Driven with a Positive Attitude
- Highly Organized

**Send resume to [admin@purdyfoods.com](mailto:admin@purdyfoods.com)**  
816 County Rd. 24, Sherburne, NY 13460  
**607-674-9360**