



JOB DESCRIPTION



Procurement & Fulfillment Manager

Location: Glen Mills, PA

Salary: Negotiable

Bonus/Incentive Eligibility: Yes

Shift: This full-time (exempt) position will primarily be Monday through Friday each week, although specific times will be determined based on the needs of the business. The job may also require occasional evening and weekend work.

Description: Responsible for procurement of ALL supplies and fulfillment of ALL orders, including but not limited to:

- Outgoing shipping for both commercial & consumer orders:
 - DCM deliveries, DCM local pickups, farmers markets, 3rd party carriers
- Incoming shipping / raw materials and procurement & logistics:
 - Grain, flour, malt, packaging supplies, office supplies, etc.
- Inventory management in collaboration with product managers
- Create/manage procurement list and vendor/supplier relationships
- Grain & malt operations and farmers market operations support from time-to-time based on the needs of the business
- Other miscellaneous tasks as required, including special event support (ex. annual Malt-A-Palooza & Grain/Malt Symposium)

Education: N/A

Required: 21 or older. Candidate must be able to follow detailed instructions. Exceptional organization skills and communicates well with others. Proficient with MS Office 365. This job requires physical capabilities to carry products and supplies regularly >25 lbs.

Desired: The ideal candidate has prior experience with distribution and logistics, including coordinating shipments with third party carriers. Experience in regulated food/beverage manufacturing and warehousing environments using cGMPs also preferred. ServSafe and RAMP certifications desired. Farming, brewing, distilling, malting, and cooking/baking background not required, but a plus!

About Us: Deer Creek Malthouse was founded in 2012 as the first commercial malting operation in Pennsylvania since prohibition. We produce high quality, flavorful ingredients using locally grown grain for use in beer, spirits, and food. The company also produces some food and beverages of its own that are sold via eCommerce and area farmers markets. Deer Creek is an equal opportunity employer. Anyone is encouraged to apply for a position on our team.