

Careers in the Supply Chain

PROCUREMENT CLERK

National Occupational Classification Code – 1474

Alternative Titles:

- inventory clerk
- inventory control clerk
- inventory planner
- purchasing clerk
- purchasing clerk assistant



Industry Description

Procurement Clerks process purchasing transactions and maintain inventories of materials, equipment and stock. They are employed by retail and wholesale establishments, manufacturing companies, government agencies and other establishments.

Job Functions

Procurement Clerks perform some or all of the following duties:

- Review requisition orders for accuracy and verify that materials, equipment and stock are not available from current inventories
- Source and obtain price quotations from catalogues and suppliers and prepare purchase orders
- Calculate cost of orders and charge or forward invoices to appropriate accounts
- Process purchases within purchasing authority
- Contact suppliers to schedule deliveries and to resolve shortages, missed deliveries and other problems
- Prepare and maintain purchasing files, reports and price lists.

Physical Demands Analysis

- Good-to-excellent physical condition
- Manual dexterity
- Ability to get along well with others
- Good communications skills

Position Expectations

Essential Skills	
Reading Text	1
Document Use	2
Computation	1
Writing	3
Oral Communication	3
Thinking Skills	2
Working with Others	2
Computers	2
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- Completion of secondary school is usually required.
- Courses in production and inventory management and ability to operate a computerized inventory system may be required for inventory clerks.
- Workers in regulated occupations require a licence to work legally. Workers in non-regulated occupations do not require a licence, but employers may have other certification requirements.
- Exceptional communication skills required (verbal and written).
- Good organizational skills/abilities required in a fast-paced environment.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
10	Site Manager	7 years	
9	Operations Manager	5 years +	
8	Cross Functional Training	4 years +	
7	Area/Department Manager	4 years +	
6	Manager Trainee	4 years	
5	Team Leader (Supervisor)	3 years	
4	Team Leader Trainee Roles	2 years	4 years
3	Cross Functional	1 year	3 years
2	Clerical	3 months	3 years +
1	Clerk	3 months	1 year+

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>