

Careers in the Supply Chain

PURCHASING AGENT

National Occupational Classification Code – 1225

Alternative Titles:

- service vending auditor
- contract management officer
- contracts officer
- material management officer
- procurement officer
- purchaser, furniture and furnishings
- purchasing officer



Industry Description

Purchasing agents purchase general and specialized equipment, materials and business services for use or for further processing by their establishment. They are employed throughout the public and private sectors.

General Job Description

Purchasing agents and officers perform some or all of the following duties:

- Purchase general and specialized equipment, materials or business services for use or for further processing by their establishment
- Assess requirements of an establishment and develop specifications for equipment, materials and supplies to be purchased
- Invite tenders, consult with suppliers and review quotations
- Determine or negotiate contract terms and conditions, award supplier contracts or recommend contract awards
- Establish delivery schedules, monitor progress and contact clients and suppliers to resolve problems
- May hire, train or supervise purchasing clerks.
- Purchasing agents and officers may specialize in the purchase of particular materials or business services such as furniture or office equipment.

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	3
Document Use	2
Computation	2
Writing	3
Oral Communication	3
Thinking Skills	2
Working with Others	3
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

- A bachelor's degree or college diploma in business administration, commerce or economics is usually required.
- Purchasing agents and officers purchasing specialized materials or business services may require a related university degree or college diploma. For example, a bachelor's degree or college diploma in engineering may be required for purchasers of industrial products.
- Individuals who have a university degree or college or technical-institute diploma with courses in business administration or commerce may be able to start at a higher level and advance more quickly. Those with management aspirations would be advised to also seek a professional designation in supply chain management, such as the Supply Chain Management Professional (SCMP)* from the Purchasing Management Association of Canada or the Certified Public Buyer certificate of the Universal Public Procurement Certification Council.
*Certified Supply Chain Management Professional (CSCMP) in Ontario.
- Previous experience as a purchasing clerk or as an administrative clerk may be required.

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	2 years	4 years
3	Cross Functional	1 year	3 years
2	Clerical	3 months	3 years +
1	Purchasing Agents	3 months	1 year+

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>
- Essential Skills – http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml