

# PURCHASING AGENT

## DESCRIPTION

Purchasing Agents buy goods and services necessary for the business. They have the means and opportunity to raise the companies profits by making the most high-quality and cost-effective purchases.

## SKILLS

- Work efficiently under pressure
- Manage materials, equipment and tools
- Thrive in team dynamics, leadership ability required
- Read and interpret documents, work with numbers to perform calculations
- Strong problem solving skills

## DUTIES

- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers
- Authorizes payment for purchases by forwarding receiving documentation
- Verifies purchase requisitions by comparing items requested to master list, clarifying unclear items and recommending alternatives
- Prepares purchase orders by verifying specifications and price
- Obtaining approval from requisitioning department

## EDUCATION

- **A bachelor's degree or college diploma in business administration required**
- A certificate in purchasing from the Purchasing Management Association of Canada may be required

## RELATED PATHWAY OPTIONS

Operations Manager

**SALARY RANGE \$50,000 to \$100,000**

VISIT [WWW.MYOCCA.CA](http://WWW.MYOCCA.CA) FOR MORE CAREERS IN CONSTRUCTION

## WHERE TO TRAIN

N/A

## OTHER OPTIONS

BROCK UNIVERSITY BUSINESS ADMINISTRATION

CARLETON BUSINESS ADMINISTRATION

LAKEHEAD UNIVERSITY BUSINESS ADMINISTRATION

LAURENTIAN UNIVERSITY BUSINESS ADMINISTRATION

MCMASTER UNIVERSITY BUSINESS ADMINISTRATION

QUEENS UNIVERSITY BUSINESS ADMINISTRATION

UNIVERSITY OF GUELPH BUSINESS ADMINISTRATION

UNIVERSITY OF OTTAWA BUSINESS ADMINISTRATION

UNIVERSITY OF TORONTO BUSINESS ADMINISTRATION

UNIVERSITY OF WESTERN ONTARIO BUSINESS  
ADMINISTRATION

UNIVERSITY OF WINDSOR BUSINESS ADMINISTRATION

WILFRED LAURIER UNIVERSITY BUSINESS ADMINISTRATION

YORK UNIVERSITY BUSINESS ADMINISTRATION

TRENT UNIVERSITY BUSINESS ADMINISTRATION

## GETTING STARTED

### THE OCCA CAN HELP YOU EXPLORE THESE THREE PATHWAYS:

1

You can begin by applying for a job directly in the Construction Industry. Once you begin working with a Construction Company or Contractor you will quickly gain the necessary skills needed to advance yourself through in-house, work-as-you-learn training.

2

You can get started through an apprenticeship program by combining on the job training with technical in-class training, gaining experience and increased responsibility. You can work in the industry, get paid, and work towards earning credits .

3

You can enroll in a University, Community College or a Private Technical School to study and prepare yourself for a Career in Construction. All of this information may be found through our website.

