



PURCHASING AGENT

purchasing coordinator, junior purchaser, purchasing assistant, purchasing officer, purchaser, buyer, manager, purchasing, purchasing agent

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

KEY RESPONSIBILITIES



Purchasing agents perform some or all of the following duties:

- Negotiate land acquisition or access rights for public or private use, and may conduct field investigations of properties
- Determine or negotiate contract terms and conditions, award supplier contracts or recommend contract awards
- May hire, train or supervise purchasing clerks.
- Establish logistics of delivery schedules, monitor progress and contact clients and suppliers to resolve problems
- Invite tenders, consult with suppliers and review quotations
- Assess requirements of an establishment and develop specifications for equipment, materials and supplies to be purchased
- Purchase general and specialized equipment, materials, land or access rights, or business services for use or for further processing by their establishment

EDUCATION AND TRAINING



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. Certification from the International Right of Way Association (IRWA) may be required. Previous experience as a purchasing clerk or as an administrative clerk may be required. A certificate in purchasing from the Purchasing Management Association of Canada (PMAC) may be required.

Here is a complete list of Canadian Universities and Colleges:
thegreenestworkforce.ca/education

Notice

The requirements listed are generally required qualifications for this Career Type. The qualifications may vary based on the employer and/or the geographic location of that job.

THIS JOB IS RIGHT FOR YOU IF:



- You want to live an oversized life in one of Canada's beautiful forest communities
- A sense of community is important to you
- You like variety and learning new things
- You want to make a difference working in a green job
- You take a systematic approach to problems
- You have an eye for details

DARE TO COMPARE

See how much time and money you would save by moving to a forest community.

thegreenestworkforce.ca/compare

If you want good pay, opportunities to learn on the job, a great lifestyle and the chance to work in Canada's Greenest Workforce, then the forest products industry is right for you.