



WAGE DATA

Rate Type / Statistical Type	Entry level	Mean	Experienced
Annual wage or salary	\$38,806	\$42,928	\$63,400
Hourly wage	\$19.10	\$20.07	\$30.45

JOB DESCRIPTION

Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.

DUTIES

- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Monitor and follow applicable laws and regulations.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Maintain and review computerized or manual records of items purchased, costs, deliveries, product performance, and inventories.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.
- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.

TOOLS and TECHNOLOGY

Tools used in this occupation:

Desktop computers

Notebook computers — Laptop computers

Photocopiers — Photocopying equipment

Special purpose telephones — Multi-line telephone systems

Technology used in this occupation:

Accounting software — Choice Job Cost, CPR International GeneralCOST Estimator, Intuit QuickBooks software, National Job Cost software

Enterprise resource planning ERP software — Enterprise resource planning ERP system software, Infor ERP SyteLine, Microsoft Great Plains software, SAP software

Financial analysis software — Cost estimation software, CPR Visual Estimator, IBM Costimater, Softstar Costar COCOMO II

Project management software — Dexter + Cheney Spectrum Construction Software, Galorath SEER-SEM, Microsoft Project

Spreadsheet software — Apple AppleWorks, Corel QuattroPro, IBM Lotus 1-2-3, Microsoft Excel

KNOWLEDGE

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

SKILLS

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

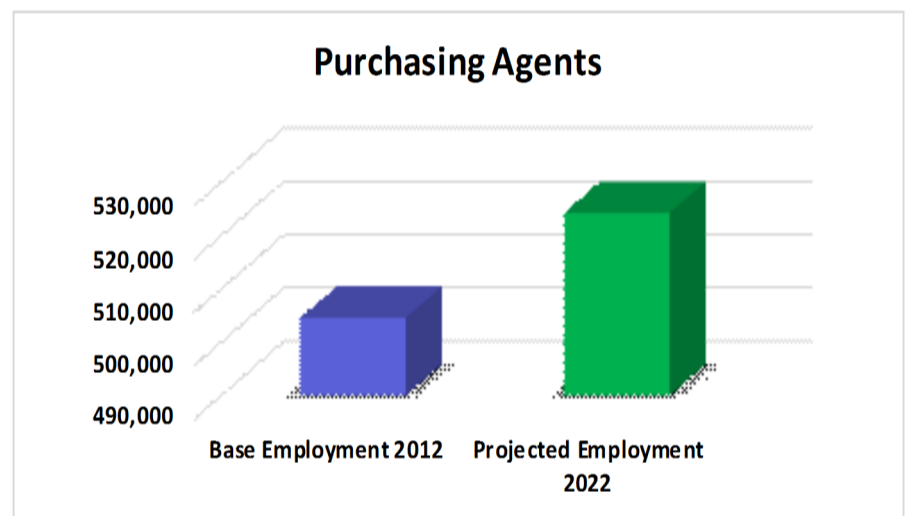
Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

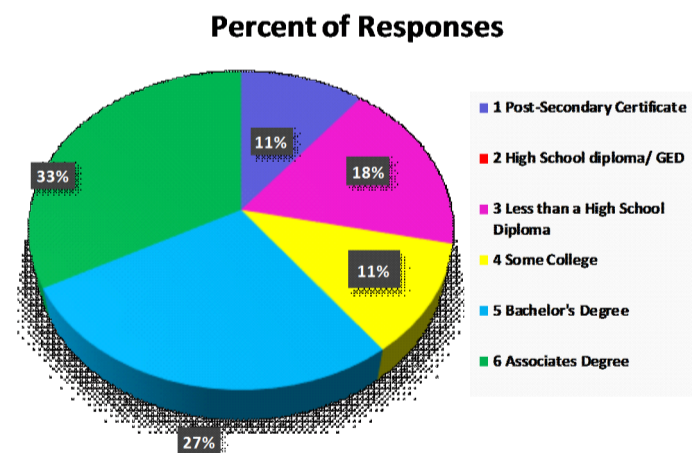
Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

EMPLOYMENT PROJECTION



EDUCATION

The graph below shows the results of a national survey listing the most common required level of education for Purchasing Agents.



EDUCATION FOR THIS JOB

- 2014 Catalogue of Colorado Advanced Manufacturing Program and Skill Resources
<http://www.coloradomanufacturingcareers.com/>
- Approved Colorado Community College Manufacturing Cluster education programs
<http://www.coloradocommunitycolleges.com/go/programs/skilled-trades-technical-sciences/>
<http://www.coloradocommunitycolleges.com/go/>
- Colorado Four Year Colleges and Universities
<http://higher.ed.colorado.gov/academics/colleges/public4year.asp>
- Locations to Get Manufacturing Certificates
<http://www.coloradomanufacturingcareers.com/>

