

Management - Procurement



Purchasing and procurement are the functions and responsibilities of obtaining materials, supplies, and services that enable an organization to operate. A company can spend more than 60% of its revenue on buying goods and services. Therefore, effective management of purchasing processes have a significant impact on the company's performance.

Purchasing jobs are often related to a company's procurement department. Procurement involves the process of selecting vendors, negotiating contract terms and conditions, and working with other departments such as operations, supply chain, finance, and accounting. As an integral part of the supply chain, the purchasing function focuses on supporting operational requirements of companies and effective management of the procurement process.

Careers in purchasing and procurement can be both tremendously challenging and rewarding. The role is a central keystone of an organization. Whether it is sourcing goods from local suppliers or running global supply chains, buying essential services at the right prices and time is a key critical component to the success of a business.

Source: Reference for Business, Role of Procurement, Chartered Institute of Procurement and Supply

Average Salary & Trajectory*

Entry-Level

\$50,000 annually

- Material Buyer
- Buyer/Planner
- Material Planner
- Purchasing Agent
- Sourcing Agent

Mid-Level

\$104,000 annually

- Procurement Specialist
- Senior Buyer
- Commodity Manager
- Procurement Manger
- Supply Chain Manager
- Material Analyst

Executive-Level

\$135,000 annually

- Director of Procurement
- Director of Global Strategic Sourcing
- Director of Supply Chain
- VP of Logistics
- VP of Purchasing

Learn More With O*Net

Visit O*Net OnLine to explore the sample roles in procurement management. The database provides career exploration tools to the public at no cost and is continually updated by surveying a broad range of workers from each occupation. Learn about the knowledge, skills, tasks, and activities required for each occupation, as well as median wages and employment trends reported by the Bureau of Labor Statistics and other federal agencies.

01 Visit O*Net OnLine at www.onetonline.org

02 Refer to the sample job titles listed in the "O*Net Keywords" section below

03 Enter phrase into O*Net's "Occupation Search" to explore sample roles

O*Net Keywords:

- Purchasing
- Procurement
- Buyer
- Supply Chain

Roles:

- Procurement Clerk
- Wholesale and Retail Buyer
- Purchasing Agent
- Purchasing Manager

*Note: Salaries are highly dependent on location, company type, and candidate experience/education. For the purposes of this guide we are providing average starting salaries as determined by the National Association of Colleges and Employers (NACE), overall average salaries as determined by the U.S Bureau of Labor Statistics (BLS), as well as supplemental information found from various industry-specific sources.

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Skills/Experience Required:

- Effective decision-making and judgement
- Knowledge/experience in supply chain management and project management
- Strong focus on quality, efficiency management and process improvement
- Team player with strong leadership skills and ability to motivate others

Advanced Degrees:

- Master in Operations Management
- MBA in Supply Chain Management
- Master of Science in Supply Chain Management
- PhD in Supply Chain Management

Professional Certifications:

- APICS Certified in Production and Inventory Management (CPIM)
- APICS Certified Supply Chain Professional (CSCP)
- APICS Certified in Logistics, Transportation and Distribution (CLTD)
- Certified Professional in Supply Management (CPSM)
- Council of Supply Chain Management Professionals SCPro Certification
- Certified Purchasing Professional (CPP)

Professional Associations:

- American Purchasing Society (APS)
- American Production and Inventory Control Society (APICS)
- Institute for Supply Management (ISM)
- Institute for Public Procurement (NIGP)
- Council of Supply Chain Management Professionals

Don't forget to check out the list of career path advisors
business.fullerton.edu/Programs/Undergraduate/#career-path-advisors

Industry Research & Tools:

- Wetfeet.com
- Onetonline.com
- Industryweek.com
- Cips.com
- What Can I Do with this Major—accessible through Career Services website
- Vault.com— accessible through your Student Portal

Job & Internship Search Sites:

- Careerbuilder.com
- Simplyhired.com
- Glassdoor.com
- Indeed.com
- Internships.com
- LinkedIn.com
- Titan Connection—accessible through Career Center website
- Vault.com—accessible through your Student Portal

Employers Hiring Mihaylo Graduates:

