



# Purchasing Agents, Except Wholesale, Retail, and Farm Products

SOC Code 13-1023 • Projected Growth (2020) 0 %

## Description

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### What Purchasing Agents, Except Wholesale, Retail, and Farm Products Do

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.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices.
- Monitor and follow applicable laws and regulations.
- Attend meetings, trade shows, conferences, conventions, and seminars to network with people in other purchasing departments.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Meet with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Maintain and review computerized or manual records of items purchased, costs, deliveries, product performance, and inventories.
- Arrange the payment of duty and freight charges.
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.

## Training Opportunities Linked to Those Jobs (Degree Types and Colleges/Universities)

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### How to Become a Purchasing Agent, Except Wholesale, Retail, and Farm Products

#### Education and Training

Most of these occupations require a four-year bachelor's degree, but some do not.

#### Job Training

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

#### Important Qualities

**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.

### Postsecondary Education

Texas Southmost College	South Texas College	Texas State Technical College	The University of Texas at Brownsville	The University of Texas - Pan American

### Local Employers

Circle K	Brownsville	Chapa's Food Mart	Santa Rosa
Burlington Coat Factory	Brownsville	Borden Milk CO	Harlingen
Alamo Iron Works	Brownsville	Magic Valley Motors	Harlingen
Bravo Industrial Trade	Brownsville	Marshalls	Harlingen
Lopez Super Markets	Brownsville	Paredes Seafood CO	Brownsville

### Career Options

(Specific Job Types)

- Buyer
- Purchasing Manager
- Purchasing Agent
- Purchasing Administrator
- Procurement Specialist

### Salary Ranges

Wages for **Purchasing Agents, Except Wholesale, Retail, and Farm Products**

Location	Pay Period	2012				
		10%	25%	Median	75%	90%
United States	Hourly	\$17.36	\$21.71	\$28.25	\$36.56	\$45.33
	Yearly	\$36,100	\$45,200	\$58,800	\$76,000	\$94,300
Texas	Hourly	\$16.74	\$20.99	\$27.77	\$36.65	\$46.20
	Yearly	\$34,800	\$43,700	\$57,800	\$76,200	\$96,100
Brownsville-Harlingen, TX MSA	Hourly	\$12.72	\$16.53	\$20.12	\$23.94	\$33.32
	Yearly	\$26,500	\$34,400	\$41,800	\$49,800	\$69,300

### Professional Associations linked to the Careers

Not available at this time.

## Sources

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The information provided in this document was collected from the following sources:

- Occupational Outlook Handbook (<http://www.bls.gov/ooh/>)
- O\*NET OnLine (<http://www.onetonline.org/>)
- Texas CARES (<http://www.texascaresonline.com/>)
- CareerOneStop (<http://www.careeronestop.org/>)



**Course Overview:** Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities.

# Purchasing Agents, Except Wholesale, Retail, and Farm Products

**Career Goal (O\*NET Code):** () -

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_

## SUGGESTED COURSEWORK

## EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:	(Local districts may list high school credit courses here)	<b>Curricular Experiences:</b> <a href="#">BEST Robotics, Inc</a> <a href="#">FIRST High School Robotics Competition</a> <a href="#">SkillsUSA</a> <a href="#">Technology Student Association</a> TSTC Summer Technology Camps UTB Summer Robotics Camp  <b>Career Learning Experiences:</b> Apprenticeship Career Preparation Internship Job Shadowing  <b>Service Learning Experiences:</b> Campus Service Organizations Community Service Volunteer Habitat for Humanity Peer Mentoring / Peer Tutoring	<b>Extracurricular Experiences:</b> National Engineering Design Competition School Newspaper Student Government UIL Academic Competitions Yearbook  <b>Service Learning Experiences:</b> Campus Service Organizations Community Service Volunteer Habitat for Humanity Peer Mentoring / Peer Tutoring		
<b>High School</b>	9th	<b>Core Courses:</b>	English I Algebra I or Geometry Biology  World Geography Languages other than English I Physical Education			<b>COLLEGE CREDIT OPPORTUNITIES -- High School</b>  Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated credit courses, if possible. List those courses that count for college credit on your campus.	
		<b>Career-Related Electives:</b>	Principles of Manufacturing				
	10th	<b>Core Courses:</b>	English II Geometry or Algebra II Chemistry  World History Languages other than English II				
		<b>Career-Related Electives:</b>	Precision Metal Manufacturing or Welding				
	11th	<b>Core Courses:</b>	English III Algebra II or Pre-Calculus Physics/Principles of Technology I  United States History Professional Communications Languages other than English III				
		<b>Career-Related Electives:</b>	Advanced Precision Metal Manufacturing or Advanced Welding				
12th	<b>Core Courses:</b>	English IV Precalculus/Engineering Mathematics/Calculus Engineering Design and Problem Solving  Government/Economics Fine Arts					
	<b>Career-Related Electives:</b>	Practicum in Manufacturing or Problems and Solutions or Career Preparation I					

**How to Become a Purchasing Agent, Except Wholesale, Retail, and Farm Products**  
 The education level and qualifications needed to enter these jobs vary depending on the industry and employer. Although a high school diploma is enough for most jobs, experience and extra training is needed for more advanced assembly work.

**Career Options:**

**Professional Associations:**

<b>Postsecondary</b>		<a href="#">Texas Southmost College</a> <a href="#">South Texas College</a> <a href="#">Texas State Technical College</a>	<ul style="list-style-type: none"> <li>• Buyer</li> <li>• Purchasing Manager</li> <li>• Procurement Specialist</li> <li>• Purchasing Agent</li> <li>• Purchasing Administrator</li> </ul>
		<a href="#">University of Texas at Brownsville</a> <a href="#">University of Texas - Pan American</a>	

Students may select other elective courses for personal enrichment purposes.

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2012. All plans meet high school graduation requirements as well as college entrance requirements.