

Purchasing Managers

11-3061.00



Description: Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services.

Other Resources:

[ONET Link](#)

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Sample of Reported Job Titles: Category Purchasing Manager, Commodity Manager, Materials Director

Job Zone

Title: 4 - Considerable Preparation Needed

Education: Require a four-year bachelor's degree.

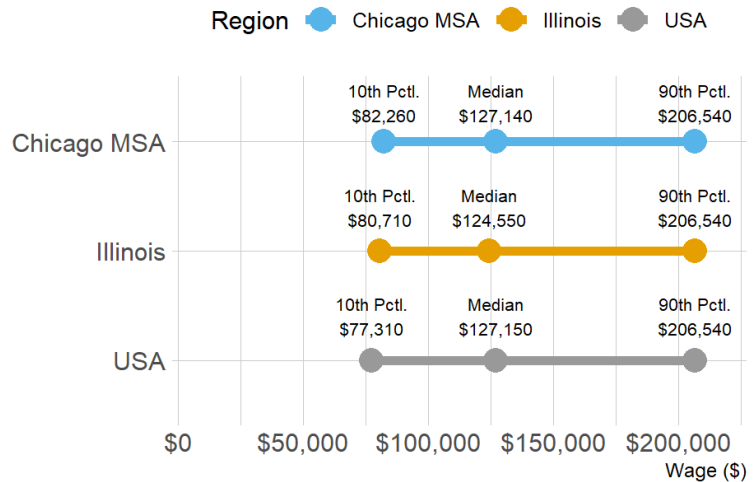
Experience: A considerable amount of work-related skill, knowledge, or experience is needed.

Training: Several years of work-related experience, on-the-job training, and/or vocational training needed.

Core Certifications: Certified Procurement Operations Specialist, Certified Purchasing Card Professional

Hot Technologies: Bowen & Groves M1 ERP, Database software, Enterprise resource planning ERP software, Epicor Vantage ERP, Microsoft Access, Microsoft Dynamics

Region	Employment	Location Quotient	Median Wage
Chicago MSA	2,820	1.35	\$127,140
Illinois	3,670	1.33	\$124,550
USA	69,310	—	\$127,150



Top 5 Core Tasks According to Current Job Holders	Frequency	Importance (out of 100)
Represent companies in negotiating contracts and formulating policies with suppliers.	More than monthly	89
Develop cost reduction strategies and savings plans.	More than yearly	87
Develop and implement purchasing and contract management instructions, policies, and procedures.	More than yearly	85
Prepare bid awards requiring board approval.	More than monthly	84
Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.	Daily	83