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Primary Job Title: Purchasing Agent / Buyer – 13-1023.00

Additional Related Job Titles: Production Planner, Raw Material Planner, Logistician

Job Description

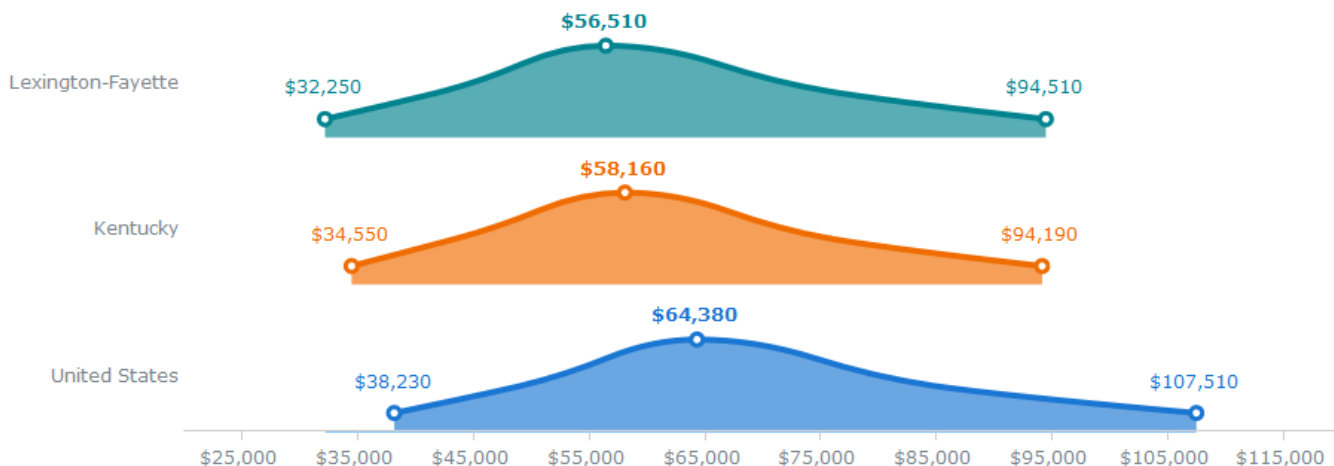
Purchase machinery, equipment, tools, parts, supplies, packing, and services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing. May negotiate contracts.

The buying role differs from industry to industry, but some of the general roles and responsibilities that echo throughout the purchasing profession may include:

- Decision making where new products and services are concerned
- Reviewing current products/services
- Sourcing suppliers
- Supplier negotiations
- Ensuring products/services get delivered on time and meet the required standards.
- Interpretation of reports and making of sales predictions for future periods.
- Proposal of ideas to the financial management team
- Monitoring of stock
- Working to a budget
- Quick reaction to market changes
- Supplier relationship management
- Attendance of industry events

Salary Ranges

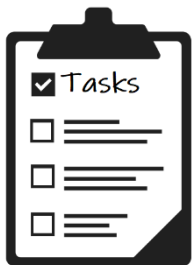
Note: New college graduates could expect to receive entry-level salary range or slightly higher based on knowledge, skill, and experience levels. Higher salaries are shown to indicate opportunities for salary increases and job promotions. Some promotions may cross over into a different job title. The salary ranges shown are based on the primary job title. There may also be salary and compensation differences associated with size of the firm, whether its privately or publicly held, and whether it's a non-profit or for-profit entity.



Possible Career Path Trajectories for Global Supply Chain Graduates

	Professional Growth Track	Post-College Track	Managerial Track	Executive Track
Personal Focus	Income / tuition payment, tuition reimbursement (if available), finding scholarships, developing hands-on skills, job-related knowledge, relevant work experience, expanding your professional network	Salary, stability, family, gaining a tactical understanding of your role in the department and your department's role in the organization, successfully completing short-term goals, continue to grow your personal network, look for opportunities, focus on polishing job skills	Salary growth, some personal investing and some retirement planning, gaining a strategic understanding of your organization and the marketplace, focus on 3-5 year goals, continue to build your personal network, focus on communication skills and "people skills"	Formal investment strategy, a complete retirement plan, having a sophisticated understanding of your organization and its customers/suppliers and competitors, strategic planning, long-term goals, focus on creating opportunities and improving other people's lives
Education	Some College / Pre-Graduation Co-Op/Internship opportunities	4-year Bachelor's Degree	4-year Bachelor's Degree plus experience	Master's Degree plus a variety of job titles and responsibilities in multiple departments
Common Job Titles	Production Scheduler Shipping / Receiving Analyst Purchasing Assistant	Buyer Production Planner Logistician Raw Material Planner	Purchasing Agent Procurement Manager Sales & Operations Planning Leader Global Planning Manager Logistics Manager	Chief Supply Chain Officer Director - Supply Chain Mgt Vice President - Supply Chain Mgt Chief Procurement Officer Chief Logistics Officer Senior Supply Chain Manager

Tasks Related to This Job



1. **Negotiate**, renegotiate, and administer contracts with suppliers, vendors, and other representatives.
2. **Analyze** price proposals, financial reports, and other data and information to determine reasonable prices.
3. **Monitor** and follow applicable laws and regulations.
4. **Formulate** policies and procedures for bid proposals and procurement of goods and services.
5. **Monitor** and follow applicable laws and regulations.

Knowledge Related to This Job



1. **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.
2. **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.
3. **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
4. **Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
5. **Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills Related to This Job

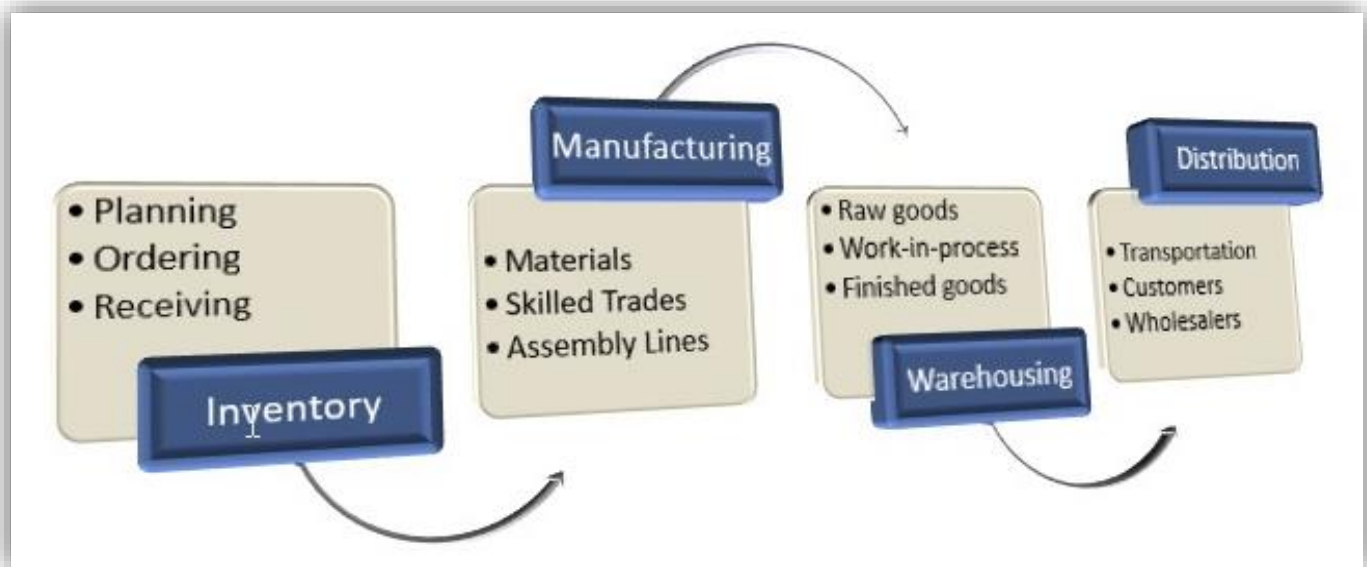


1. **Negotiation** — Bringing others together and trying to reconcile differences.
2. **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
4. **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Work Styles Related to This Job



1. **Integrity** — Job requires being honest and ethical.
2. **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
3. **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
5. **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.



Primary Data Source: National Center for O*NET Development. O*NET 25.2 Database. *O*NET Resource Center* Onetcenter.org, retrieved on 15-Apr-2021; **Additional data from:** Oxfordcollegeofprocurementandsupply.com, retrieved on 15-Apr-2021