

PURCHASING AND INVENTORY CONTROL WORKERS

NOC 14403

Process purchasing transactions and maintain inventories of materials, equipment and stock.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

81

MEDIAN HOURLY WAGE

$23.00

$16.75 LOW

$40.46 HIGH

TYPICALLY REQUIRED



High school / on-the-job training

EMPLOYED

577

AVERAGE SALARY

$48,800



EMPLOYMENT BY INDUSTRY

29.9%	Retail trade
14.0%	Manufacturing
10.3%	Wholesale trade
45.8%	All Other Industries



EMPLOYMENT BY AGE

13.1%	15-24
15.9%	25-34
20.6%	35-44
29.0%	45-54
18.7%	55-64
2.8%	65+

ALSO KNOWN AS

- Inventory Analyst
- Inventory Clerk
- Inventory Control Clerk
- Inventory Planner
- Procurement Clerk
- Purchasing Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Review requisition orders for accuracy and verify that materials, equipment and stock are not available from current inventories
- Source and obtain price quotations from catalogues and suppliers and prepare purchase orders
- Calculate cost of orders and charge or forward invoices to appropriate accounts
- Process purchases within purchasing authority
- Contact suppliers to schedule deliveries and to resolve shortages, missed deliveries and other problems.

