



# 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 \$40.46  
LOW HIGH

## TYPICALLY REQUIRED



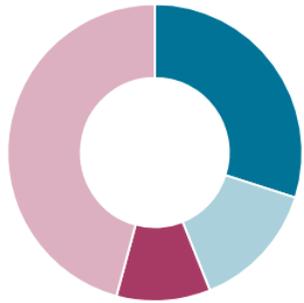
High school / on-the-job training

## EMPLOYED

**577**

## AVERAGE SALARY

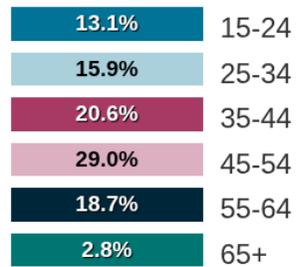
**\$48,800**



### EMPLOYMENT BY INDUSTRY



### EMPLOYMENT BY AGE



### 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.

