

PURCHASING AND INVENTORY CONTROL WORKERS

NOC 14403

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



3-YEAR OUTLOOK



3-YEAR JOB OPENINGS

70

MEDIAN HOURLY WAGE

\$21.00

\$15.65 \$30.00 **LOW HIGH**

TYPICALLY REQUIRED

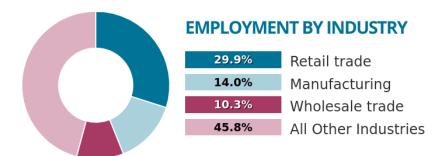


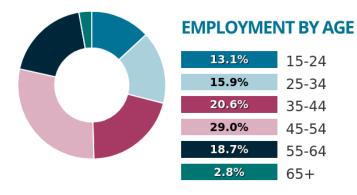
EMPLOYED

570

AVERAGE SALARY

\$48,800





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.

