

Management - Procurement

Purchasing and procurement involves obtaining materials, supplies, and services that enable an organization to operate. A company can spend more than 60% of its revenue on buying goods and services.

Therefore, effective management of purchasing processes has a significant impact on the company's performance.

Purchasing jobs are often related to a company's procurement department. Procurement professionals select vendors, negotiate contract terms and conditions, and work with other departments such as operations, supply chain, finance, and accounting. As an integral part of the supply chain, the purchasing function focuses on supporting operational requirements of companies and effective management of the procurement process.

Careers in purchasing and procurement can be both tremendously challenging and rewarding. The role is a cornerstone of an organization. Whether it is sourcing goods from local suppliers or running global supply chains, buying essential services at the right prices and time is a key critical component to the success of a business.

Source: Reference for Business, Role of Procurement, Chartered Institute of Procurement and Supply



Average Salary & Trajectory*

Entry-Level

\$66,000 annually

- Materials Buyer
- Buyer/Planner
- Materials Planner
- Purchasing Agent
- Sourcing Agent
- Cost Analyst

Mid-Level

\$95,000 annually

- Sr. Buyer
- Commodity Buyer
- Procurement Manager
- Supply Chain Analyst

Senior-Level

\$148,000 annually

- Director of Procurement
- Director of Global Sourcing
- Director of Supply Chain
- Purchasing Manager

Learn More With O*Net

Visit O*Net OnLine to explore the sample roles in procurement. The database provides career exploration tools to the public at no cost and is continually updated by surveying a broad range of workers from each occupation. Learn about the knowledge, skills, tasks, and activities required for each occupation, as well as median wages and employment trends reported by the Bureau of Labor Statistics and other federal agencies.

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Visit O*Net OnLine at www.onetonline.org

02

Refer to the sample job titles listed in the "O*Net Keywords" section below

03

Enter phrase into O*Net's "Occupation Search" to explore sample roles

O*Net Keywords:

- Purchasing
- Procurement
- Buyer
- Supply Chain

Roles:

- Procurement Clerk
- Wholesale and Retail Buyer
- Purchasing Agent
- Purchasing Manager

*Note: Salaries are highly dependent on location, company type, and candidate experience/education. For the purposes of this guide we are providing average starting salaries as determined by the U.S Bureau of Labor Statistics (BLS), as well as supplemental information found from various industry-specific sources.

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Skills/Experience Suggested:

- Effective problem solving and analytical skills
- Strong focus on quality, efficiency management and process improvement
- Team player with strong leadership skills and ability to motivate others
- Strong interpersonal communication and critical thinking skills

Advanced Degrees:

- Master in Operations Management
- MBA in Supply Chain Management
- Master of Science in Supply Chain Management
- PhD in Supply Chain Management

Professional Certifications:

- APICS Certified in Production and Inventory Management (CPIM)
- APICS Certified Supply Chain Professional (CSCP)
- APICS Certified in Logistics, Transportation and Distribution (CLTD)
- Certified Professional in Supply Management (CPSM)
- Council of Supply Chain Management Professionals SCPro Certification
- Certified Purchasing Professional (CPP)

Professional Associations:

- American Purchasing Society (APS)
- American Production and Inventory Control Society (APICS)
- Institute for Supply Management (ISM)
- Institute for Public Procurement (NIGP)
- Council of Supply Chain Management Professionals
- Association for Operations and Supply Chain Management (AOSM)

Industry Research & Tools:

- cips.org/careers
- scmtalent.com/strategic-sourcing-procurement-career-paths
- [What Can I Do with This Major](#) – accessible through <https://www.fullerton.edu/career/students/career-major-exploration/>
- [Fullerton.firsthand.co](https://fullerton.firsthand.co) – Login with CSUF email

Employers Hiring CSUF Business Graduates:

Job & Internship Search Sites:

- careerbuilder.com
- simplyhired.com
- indeed.com
- fullerton.joinhandshake.com
- linkedin.com
- Titan Connection
- glassdoor.com
- ziprecruiter.com

