

EDUCATION & EXPERIENCE

- ▶ Completion of Grade 12 is usually required.
- ▶ Courses in purchasing, production and inventory management may be required for purchasing clerks.

TRAINING

On-the-job training is often provided. If you're interested in completing Grade 12 or upgrading your skills, you have a number of options. Check out adult basic education programs at:

- ▶ The College of New Caledonia.
- ▶ Coast Mountain College.

If you have your Grade 12 and are interested in exploring your career options, contact:

- ▶ General educational advisors or First Nations Access coordinators at Coast Mountain College.
- ▶ School of Exploration & Mining advisors at Coast Mountain College.
- ▶ Academic advisors at the College of New Caledonia.

CAREER ADVANCEMENT POTENTIAL

- ▶ Progression to supervisory positions or more senior occupations such as purchasing agent or retail buyer is possible with additional training or experience.

PURCHASING CLERKS

Purchasing clerks process purchasing transactions and maintain inventories of materials, equipment and stock. They are employed by retail and wholesale establishments, manufacturing companies, government agencies and other establishments.

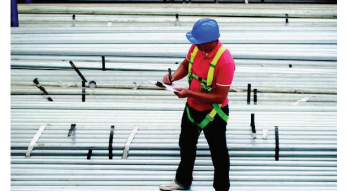


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JOB DESCRIPTION

Purchasing clerks perform 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.
- ▶ Prepare and maintain purchasing files, reports and price lists.
- ▶ Compile inventory reports, recording the quantity, type and value of materials, equipment and stock on hand, using manual or computerized inventory systems.
- ▶ Prepare requisition orders to replenish materials, equipment and stock.
- ▶ Enter data for production scheduling, stock replenishment/relocation and inventory adjustments.
- ▶ Reconcile physical inventories with computer counts.