Canadian Supply Chain Sector Council | Conseil canadien sectoriel de la chaîne d'approvisionnement

Purchasing Manager

Introduction

Purchasing managers plan, organize, direct, manage, evaluate, and are responsible for the budget, purchasing activities, purchasing policies and strategy of an organization, including the identification of opportunities for operational improvements.

Document Use

Enter data, such as readings and quantities, into tally sheets and logbooks. (Low Complexity)
Observe symbols, icons and signs, e.g. scan signs at job sites to identify workplace hazards and safety equipment, such as fire extinguishers. (Low Complexity)
Read product labels, parts tags and bin labels for a variety of data, e.g. locate names and numbers on product labels. (Low Complexity)
Complete a variety of moderately complex forms, e.g. record times, dates, names and other data on requisition, back order and inventory forms. (Medium Complexity)
Follow procedural checklists to perform maintenance, shutdown and start-up tasks. (Medium Complexity)
Locate data in moderately complex lists and tables, e.g. scan inventory lists and bills of lading to determine stock levels and verify that all merchandise ordered has been received. (Medium Complexity)
Complete complex forms, e.g. enter dates, part names, serial numbers and descriptions, quantities and unit prices on purchase orders, invoices, repair estimates and returned goods reports. (High Complexity)
Locate data in complex lists and tables, e.g. use complex lists to locate financial information and part numbers, costs, availabilities and specifications. (High Complexity)

Numeracy

Whole Numbers

Add, subtract, multiply and divide whole numbers. (Medium Complexity)

Fractions

Add, subtract, multiply and divide fractions. (Medium Complexity)

Decimals

Add, subtract, multiply and divide decimals. (Medium Complexity)

Data Analysis

Calculate and use totals, sub-totals and basic summary measures like averages and rates; perform proportional calculations. (Medium Complexity)

Construct and solve equations with one to three different variables, and use common formulas. (Medium Complexity)

Perform measurement conversions, e.g. convert litres of gas to gallons; convert between wrench sizes in inches and those in millimetres; convert between measurements in fractions and decimals. (Medium Complexity)

Percent

Read and write percentages, calculate percentages, e.g. calculate the percentage of targets that have been achieved. (Medium Complexity)

Oral Communication

Listen to voicemail messages from co-workers and customers, e.g. listen to messages and respond to prompts on automated telephone ordering and shipment tracking systems. (Low Complexity)

Use public address systems to page customers and staff. (Low Complexity)

Discuss orders and share information with suppliers, e.g. interact with suppliers to order products, discuss damaged goods or errors in shipments and share information about products. (Medium Complexity)

Discuss work tasks with co-workers, e.g. speak with staff to discuss job assignments and integrate tasks. (Medium Complexity)

Speak with customers to build rapport and provide service to make sales and build repeat business. (Medium Complexity)

Discuss job performance with staff, e.g. speak to staff about their performance and offer suggestions for improvement and encouragement as required. (High Complexity)

Lead meetings, e.g. lead start-of-day meetings to discuss concerns and motivate staff. (High Complexity)

Negotiate contracts and resolve disputes with suppliers, e.g. negotiate terms with new suppliers and changes to agreements with existing suppliers. (High Complexity)

Speak with senior management, e.g. meet with senior management to discuss operational failures and safety issues. (High Complexity)

Reading

Read instructions, descriptions and other short text entries in a variety of forms and drawings. (Low Complexity)

Read short instructions and warnings on signs, labels and packaging. (Low Complexity)

Read short notes, e.g. read short messages from staff to learn about work that was not completed. (Low Complexity)

Read a variety of policy manuals, e.g. read policy manuals to learn about hours of work, dress code and grievance procedures. (Medium Complexity)

Read bulletins and memos to learn about changes to purchasing policies and procedures. (Medium Complexity)

Read job applications and resumes, job descriptions and employee performance evaluations. (Medium Complexity)

Read letters, e.g. read letters of praise and complaint from customers to learn about satisfaction levels and areas for improvement. (Medium Complexity)

Read contracts, e.g. read purchase and lease agreements to learn about the terms and conditions of contracts. (High Complexity)

Read regulations and collective agreements, e.g. read labour laws and workers� compensation legislation to learn about regulations governing items, such as wages, hours of work, statutory holidays and workplace safety. (High Complexity)

Read reports, e.g. read market analyses, business plans and proposals to learn about market conditions, proposed activities, budgets and project requirements. (High Complexity)

Read trade journals, brochures and website articles to learn about new products and stay up-to-date on new technology and trends. (High Complexity)

Thinking Skills

Choose work procedures and tools for common tasks. (Low Complexity)

Choose whether to reject damaged products from suppliers. (Medium Complexity)

Evaluate work processes to determine the degree to which they meet key performance targets and adhere to standards. (Medium Complexity)

Plan activities, e.g. decide which purchases to make by considering space, availability, demand and costs. (Medium Complexity)

Select staff schedules, e.g. select staffs� hours of work based on scheduling needs and individual performance. (Medium Complexity)

Evaluate the accuracy of information, e.g. evaluate the accuracy of financial statements and inventory counts. (High Complexity)

Evaluate the effectiveness of systems, e.g. evaluate the effectiveness of purchasing policies, procedures and financial control systems. (High Complexity)

Evaluate the suitability of products to stock, e.g. consider the number of requests, volume of sales for other similar items, reviews of latest products and design trends. (High Complexity)

Make human resource decisions, e.g. decide which job applicants to hire using information collected from resumes, references and job interviews. (High Complexity)

Writing

Enter short comments on a variety of forms, e.g. write comments on purchase orders to specify delivery requirements. (Low Complexity)
Write reminders and short notes, e.g. write short notes to inform co-workers of upcoming meetings. (Low Complexity)
May write job descriptions for new positions and write modifications to existing job descriptions. (Medium Complexity)
Write email messages to co-workers, supervisors and customers, e.g. write email to answer customer questions about products and to provide updates on back-ordered and shipped items. (Medium Complexity)
Write notes to senior management, e.g. write notes to inform managers about the results of tendered contracts. (Medium Complexity)
May write operating manuals and policies, e.g. write operating manuals to summarize safety rules and regulations. (High Complexity)
Write letters of discipline and performance evaluations detailing the actions and performance of employees under their supervision. (High Complexity)
Write proposals and management reports, e.g. write proposals to outline the costs and benefits of implementing new accounting systems. (High Complexity)

Business and Management

Understand basic business and management principles. (Low Complexity)
Understand business and management principles and how they are applied on the job. (Medium Complexity)
Understand complex business and management principles and their application. (High Complexity)

Customer Service

Understand basic customer service practices. (Low Complexity)
Understand customer service practices and how they impact customers. (Medium Complexity)

Digital Skills

Understand basic computer functions and uses. (Low Complexity)
Understand computer functions and how they are used on the job. (Medium Complexity)

Security

Understand basic supply chain security practices. (Low Complexity)

Understand supply chain security practices and how they are applied on-the-job. (Medium Complexity)

Standards and Regulations

Understand basic standards and regulations. (Low Complexity)

Understand standards and regulations and how they are applied on the job. (Medium Complexity)

Teamwork

Understand the basics of teamwork. (Low Complexity)

Understand teamwork practices and how they can be used to develop strong teams. (Medium Complexity)

Understand best practices, the theory behind them and how they are applied in the workplace. (High Complexity)

Workplace Safety

Understand basic workplace safety practices. (Low Complexity)

Understand workplace safety practices and how they are applied on-the-job. (Medium Complexity)