

PURCHASING AGENT

RAPIDS: 0948D

O*NET/SOC: 13-1023.00

REVISION DATE: 09/2019

TRADE DESCRIPTION: Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.

TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

Applicable Ratings/MOS/NEC

USMC MOS: 3044, 8060

USCG: None

USN: None

USA MOS: 92A, 92Y

Related Instruction:

Trade related On-The-Job-Training (OJT) or Any Trade related schools/courses totaling 288 or more hours.

Additional Requirement:

Must be E-4 or above and have contracting authority of \$25,000 dollars and above.

Total Hours: **4000**

Skill	Description	Hours
A	CONTRACTS	500

	Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.	
B	<p>MONITOR</p> <p>-- Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods.</p> <p>-- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.</p> <p>-- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.</p>	1000
C	<p>HUMAN RESOURCES</p> <p>Hire, train, or supervise purchasing clerks, buyers, and expeditors.</p>	500
D	<p>FUNDING</p> <p>Arrange the payment of duty and freight charges.</p>	1000
E	<p>RESEARCH</p> <p>-- Review catalogs, industry periodicals, directories, trade journals, and Internet sites and consult with other department personnel to locate necessary goods and services.</p> <p>-- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices.</p> <p>-- Attend meetings, trade shows, conferences, conventions, and seminars to network with people in other purchasing departments.</p> <p>-- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.</p>	1000