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<https://arrowheadconsulting.ca/job/purchase-manager-noc-10012/>

Purchase Manager

Description

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Purchasing managers plan, organize, direct, control and evaluate the activities of a purchasing department and develop and implement the purchasing policies of a business or institution. They are employed throughout the public and private sectors.

Responsibilities

Job duties

Here are some of the main activities and tasks that Purchasing managers have to perform, and some of the physical demands they involve:

- Plan, organize, direct, control and evaluate the purchasing activities of an establishment
- Develop purchasing policies and procedures and control purchasing department budget
- Identify vendors of materials, equipment or supplies
- Evaluate cost and quality of goods or services
- Negotiate or oversee the negotiation of purchase contracts
- Participate in the development of specifications for equipment, products or substitute materials
- Review and process claims against suppliers
- Interview, hire and oversee training of staff.

Workplaces and employers

Here are the typical workplaces where Purchasing managers are employed and some of their main characteristics:

- Establishments throughout the private and public sector

Qualifications

Employment requirements

This is what you typically need for the job.

- A bachelor's degree or college diploma in business administration, commerce or economics is usually required.
- Purchasing managers responsible for units purchasing specialized materials or business services may require a related degree or diploma. For example, a bachelor's degree or college diploma in engineering may be

Hiring organization

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Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

purchasing

Job Location

Edmonton, Alberta, Canada

Working Hours

9 AM TO 5 PM

Base Salary

\$ 38.46/hr - \$ 42.54/hr

Date posted

May 1, 2025

Valid through

31.05.2025

required for purchasing managers responsible for purchasing industrial products.

- The designation Supply Chain Management Professional (SCMP) or registration in the educational program of the Supply Chain Management Association may be required.
- Several years of experience as a purchasing agent or officer are required.