

Purchasing and Inventory Control Workers

Description

Purchasing and inventory control workers 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.

Duties:

- Purchasing control workers:
 - 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.
- Inventory control workers:
 - Monitor inventory levels as materials, equipment and stock are issued, transferred within an establishment or sold to the public using manual or computerized inventory systems
 - 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
 - Maintain stock rotation and dispose of and account for outdated stock
 - Enter data for production scheduling, stock replenishment/relocation and inventory adjustments
 - Reconcile physical inventories with computer counts.

Other titles:

- procurement clerk
- purchasing clerk
- inventory auditor
- inventory planner
- inventory clerk
- inventory analyst
- invoice control clerk
- liquor control - inventory
- supply clerk

(Government of Canada National Occupation Classification)

Skills

Writing	Clerical skills	Technology	Attention to detail	Neutrality
	Able to work independently	Organization	Time management	

Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Completion of secondary school is usually required

Post-secondary diploma/degree

- Courses in purchasing management may be required for purchasing clerks
- Courses in production and inventory management and ability to operate a computerized inventory system may be required for inventory clerks

Certification

- The Chartered Shorthand Reporter (CSR) may be required for court reporters
- The Certified Medical Transcriptionist (CMT) certificate may be required for medical transcribers

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as purchasing and inventory control workers are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR): \$38,950	Average Wages and Salaries (POR): \$41,819
Median Wages and Salaries (POW): \$38,391	Average Wages and Salaries (POW): \$36,181

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
4931 Warehousing and storage	25	25

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)