

ROLES IN PROCUREMENT

Purchasing Agent

ROLES + RESPONSIBILITIES + KEY COMPETENCIES





PURCHASING AGENT

About the Role

Purchasing Agents are responsible for acquiring the goods and services an organization needs at the best possible price, quality, and delivery terms. They serve as the bridge between the company and its suppliers, ensuring that purchasing aligns with operational needs while supporting cost control and compliance.

- Procurement Role Family:

 Service Champion
- \$ Salary Range \$66,000 – \$86,000/year (average approx. \$76,000/year)
- Work Experience
 1 5 years

REQUIREMENTS + RESPONSIBILITIES

DRIVING PROCUREMENT SUCCESS

The Purchasing Agent oversees daily buying activities, evaluates suppliers, negotiates pricing, and processes purchase orders. They ensure materials and services are obtained in a timely, cost-effective, and compliant manner.

EXECUTE: KEY RESPONSIBILITIES

- Issue and manage purchase orders accurately and efficiently
- Source and evaluate suppliers based on pricing, reliability, and quality
- Negotiate with suppliers to secure favorable pricing and delivery terms
- Monitor supplier performance and resolve delivery or quality issues
- Maintain purchasing records and ensure compliance with company policies
- Collaborate with departments to forecast purchasing needs
- Track market trends, availability, and pricing fluctuations
- · Support inventory control and ensure stock levels meet demand



REQUIREMENTS + RESPONSIBILITIES



DRIVING PROCUREMENT SUCCESS

The Purchasing Agent oversees daily buying activities, evaluates suppliers, negotiates pricing, and processes purchase orders. They ensure materials and services are obtained in a timely, cost-effective, and compliant manner.

SKILLS & COMPETENCIES

- Supplier Evaluation & Management
- Negotiation skills
- Contract & Purchase Order

 Administration
- Cost Awareness & Budgeting
- Inventory Monitoring
- Market & Pricing Analysis
- Communication & Collaboration

- Problem-Solving & Critical Thinking
- ▼ Time Management & Organization
- Technology & ERP Proficiency (SAP, Oracle, etc.)
- Compliance Awareness
- Attention to Detail
- Adaptability & Flexibility





JOB DESCRIPTION TEMPLATE

Create a clear and comprehensive job description with this template, outlining key responsibilities, required qualifications, and essential skills needed for the role. Perfect for ensuring alignment with organizational goals and attracting the right talent.

JOB TITLE: Purchasing Agent
LOCATION: [Insert Location]

REPORTS TO: [Insert name and title of supervisor]

A Purchasing Agent ensures the timely and cost-efficient procurement of goods and services needed for operations. They evaluate suppliers, negotiate pricing, and process purchase orders while maintaining compliance with company standards and ensuring smooth supply chain operations.

O KEY RESPONSIBILITIES

- Prepare and process purchase orders in line with company procedures
- · Research, identify, and evaluate potential suppliers
- · Negotiate pricing, payment, and delivery terms with vendors
- · Coordinate with internal teams to determine purchasing needs and timelines
- · Monitor delivery schedules to ensure timely arrival of goods
- Maintain accurate purchasing records and supplier files
- · Address shortages, delays, or quality issues with suppliers
- · Ensure adherence to legal, ethical, and organizational policies
- Support inventory management by monitoring stock levels
- Contribute to cost-saving initiatives and efficiency improvements

★ KPIs FOR THIS ROLE

- Purchase Order Accuracy: Percentage of correct and error-free orders processed
- Cost Savings: Reduction in purchasing costs via negotiation and supplier selection
- On-Time Delivery Rate: Percentage of supplier deliveries that meet required deadlines
- Supplier Performance: Evaluation of reliability, pricing competitiveness, and quality
- Procurement Cycle Time: Average time to complete the purchasing process
- Inventory Availability: Ability to meet demand without overstocking or shortages

CONTINUED ON NEXT PAGE



JOB DESCRIPTION TEMPLATE

Create a clear and comprehensive job description with this template, outlining key responsibilities, required qualifications, and essential skills needed for the role. Perfect for ensuring alignment with organizational goals and attracting the right talent.

★ KPIS FOR THIS ROLE



- Spend Under Management: Proportion of spend controlled by formal purchasing processes
- Supplier Defect Rate: Percentage of goods rejected due to quality issues
- Purchase Price Variance (PPV): Difference between budgeted and actual purchase price
- Supplier Response Time: Average time suppliers take to respond to quotations or requests

KEY SKILLS & QUALIFICATIONS

- Bachelor's or Master's degree in Supply Chain Management, Business Administration, or a related field. (preferred but not always required)
- 1-5 years of purchasing or procurement experience
- · Strong negotiation and supplier management skills
- Proficiency with procurement and ERP software
- · Analytical and financial acumen for cost analysis and budgeting
- · Strong communication and teamwork abilities
- · Organizational skills and attention to detail
- · Knowledge of purchasing regulations and ethical sourcing practices



DETAILED RESPONSIBILITIES AND TASKS

The Purchasing Agent supports smooth business operations by ensuring that all required goods and services are purchased on time, at the right price, and at the right quality. They play a hands-on role in supplier selection, negotiation, and purchase order administration while maintaining compliance and supporting organizational cost efficiency.

- Identify, assess, and select suppliers based on cost, quality, and delivery efficiency.
- Ensure compliance with all legal, ethical, and organizational procurement policies.
- Develop and implement procurement strategies that align with the company's objectives.
- Track market trends and supply chain changes to optimize procurement decisions.
- Negotiate contracts and agreements to secure the best terms and conditions.
- Streamline procurement processes to improve efficiency and cost savings.
- Manage supplier relationships to ensure consistent performance and reliability.
- Maintain accurate records of purchases, contracts, and supplier performance.
- Monitor procurement risks and implement strategies to mitigate them.
- Contribute to sustainability and corporate social responsibility (CSR) efforts in procurement.





DETAILED SKILLS DESCRIPTION

Purchasing Agents are practical executors of procurement strategies, focusing on operational efficiency, supplier coordination, and cost-conscious buying. These skills ensure the organization receives high-quality goods and services at the best possible value.

SUPPLIER EVALUATION & RELATIONSHIP MANAGEMENT

Ability to assess suppliers based on cost, reliability, and quality, while building cooperative vendor relationships.

NEGOTIATION SKILLS

Securing favorable pricing, terms, and delivery schedules through strong negotiation and communication.

PURCHASE ORDER & CONTRACT ADMINISTRATION

Proficiency in preparing accurate purchase orders, reviewing vendor terms, and ensuring compliance with agreements.

MARKET & PRICING ANALYSIS

Awareness of market fluctuations, pricing trends, and availability to make informed purchasing decisions.

INVENTORY MONITORING

Supporting stock control by aligning purchase orders with actual inventory needs.

PROBLEM-SOLVING & ADAPTABILITY

Quickly addressing delivery delays, shortages, or quality discrepancies to keep operations running smoothly.

COMMUNICATION & COLLABORATION

Coordinating effectively with suppliers, internal departments, and warehouse teams.

TIME MANAGEMENT & ORGANIZATION

Managing multiple purchasing requests, deadlines, and vendor relationships efficiently.

TECHNOLOGY & ERP PROFICIENCY

Experience with purchasing software and ERP systems (e.g., SAP, Oracle, Microsoft Dynamics).

COMPLIANCE AWARENESS

Understanding and applying ethical sourcing standards, company procedures, and relevant regulations.





KPIS FOR THIS ROLE

Your success as a Purchasing Agent is measured by accuracy, cost-effectiveness, and supplier reliability. Key performance indicators track how efficiently you manage purchase orders, supplier relationships, and inventory needs.

1.

Cost Savings

Reduction in purchasing costs through effective negotiation and supplier selection.

2.

Purchase Order Accuracy

Percentage of orders processed correctly and error-free.

3.

On-Time Delivery Rate

Percentage of supplier deliveries that meet required schedules.

4.

Purchase Price Variance (PPV)

Gap between expected purchase cost and the actual price paid.

5.

Supplier Performance

Evaluation of supplier reliability, responsiveness, and product quality.

6.

Procurement Cycle Time

Average time it takes to complete the purchasing process from request to delivery.

7.

Inventory Availability

Ability to meet internal demand without overstocking or creating shortages.

8.

Spend Under Management

Percentage of organizational spend managed through formal purchasing processes.

9. [

Supplier Defect Rate

Percentage of goods rejected due to quality issues.

10.

Supplier Response Time

Average time suppliers take to respond to quotations or requests.

ROLES IN PROCUREMENT

Thank you!

For a detailed overview of all procurement roles and their functions, click <u>here</u>.

Let us help you build your best procurement team yet at www.procurementtactics.com.



LET'S KEEP IN TOUCH

Pim Herremans

Business Development Manager pim@procurementtactics.com.



