



Canadian
Supply Chain
Sector Council

Conseil canadien
sectoriel de la chaîne
d'approvisionnement

OCCUPATIONAL STANDARD

(For use in the development of supply chain related job descriptions, performance evaluations, career development plans, etc.)

Position:	PROCUREMENT OFFICER
Description of Position (As defined by the CSCSC Stakeholder Community)	<i>Procurement Officers process purchasing transactions for equipment, materials, supplies, capital goods, and services. Procurement Officers are employed by a wide range of establishments throughout the private and public sector such as manufacturing firms, utility companies, and the service sector.</i>
Position Development	Progression to supervisory and management positions is possible through experience and with additional training.
Required Qualifications:	(Education, Training, Related Work Experience)
Education	Post-secondary education is preferred (e.g., a bachelor's degree or college diploma in a business field such as economics, logistics, supply chain management, operations management, finance or engineering, mathematics, or statistical analysis). A professional designation related to supply chain is considered an asset.
Training	Individuals generally require some on-the-job training, but typically organizations require that the individual will already have the required skills, knowledge, work-related experience, and/or training.
Related Work Experience	Previous work experience in procurement is usually required. In addition, supply chain work-related skill, knowledge, or experience is considered an asset.
Tasks:	
Procurement Officers perform some or all of the following tasks	<ul style="list-style-type: none"> • Process purchase requisitions / orders within purchasing authority • Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals • Establish and negotiate contract terms and conditions, and maintain supplier relationships • Prepare and maintain purchasing records, reports and price lists • Work with internal and external stakeholders to determine

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	<p>procurement needs, quality, and delivery requirements</p> <ul style="list-style-type: none"> • Assist in the development of specifications for equipment, materials, and services to be purchased • Administer contract performance, including delivery, receipt, warranty, damages and insurance • Reconcile or resolve value discrepancies • Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices • Address staffing resource needs and supervise purchasing clerks • Develop and maintain constructive and cooperative working relationships with colleagues and management
Tools and Technology:	
	<ul style="list-style-type: none"> • Computer Hardware and Associated Supply Chain Software and Systems (i.e. analytical or scientific, enterprise resource planning, inventory management, procurement, e-commerce, materials requirements planning, time accounting, electronic mail, word processing, spreadsheet, database management applications) • Communication Devices
Required Competencies:	(Knowledge, Skills, Personal Attributes)
Knowledge	A Procurement Officer should have knowledge of supply chain, production and processing, customer and personal service, relevant tools and technology, applicable regulations and standards, administration and management, English language, other languages as required, and mathematics.
Skills	A Procurement Officer should have the following skill sets: communication, active listening and learning, reading comprehension, coordination, judgment and decision making, organization, time management, writing, service orientation, negotiation, and mathematics.
Personal Attributes	(Abilities, Work Values, Work Styles)
Abilities	The following abilities are important to the role of Procurement Officer: written expression and comprehension, oral expression and comprehension, problem sensitivity, speech clarity and recognition, information ordering, mathematical reasoning, and inductive and deductive reasoning.
Work Values	Individuals who will succeed in this position:

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	<ul style="list-style-type: none"> • work independently and are comfortable making decisions; • thrive in a collaborative work environment; and • adhere to a code of ethical conduct.
Work Styles	The following work styles are attributable to a Procurement Officer: detail oriented, dependable, cooperative, stress tolerant, independent, initiative, persistent, adaptable/flexible, multi-tasking, integrity, and self control.
Essential Skills Profile:	<p>Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. For more detailed essential skills profiles please refer to the HRSDC website: http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml</p> <p>The Human Resources and Skills Development Canada (HRSDC) Essential Skills Research Project focused on occupations requiring a secondary school diploma or less and on-the-job training. As such a formal Essential Skills Profile for the occupation of Procurement Officer has not yet been created by HRSDC.</p> <p>The following section contains essential skills information identified in existing occupational standards and classified using the nine Essential Skills categories. Note that the content is not associated with HRSDC and the Essential Skills Research Project.</p>
Reading Text	<ul style="list-style-type: none"> • Frequently read text in both print and non-print media <ul style="list-style-type: none"> ✓ purchase requisitions/orders ✓ tenders, quotations and bids ✓ price lists ✓ contracts ✓ brochures ✓ trade magazines ✓ computer and technical manuals ✓ procedures and organizational policies ✓ applicable standards, legislation, and regulations ✓ invoices, packing slips, bills of lading ✓ computerized inventories ✓ production reports ✓ schedules ✓ signs and labels ✓ manager's instructions • Read and interpret dense and complex texts, and have ability to make high-level inferences using specialized knowledge <ul style="list-style-type: none"> ✓ policies and procedures ✓ trade terms ✓ international standards

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	<ul style="list-style-type: none"> ✓ legislation and regulations • Frequently read paragraph length text in charts, tables and graphs
Document Use	<ul style="list-style-type: none"> • Documents produced and/or used may include forms, graphs, charts, lists, tables, schematics, drawings, manufacturer and supplier listings, tenders, quotations, bids, price tables, contracts, stock lists and tables, production and delivery schedules, purchase requisition/order forms, estimates, back order lists, invoices, shipping forms, packing slips, bills of lading, etcetera • Must be able to read simple to complex documents in which considerable inference may be required • Must be able to read/interpret, and write/complete/produce documents • Specialized knowledge of the content of the document may be required; multiple pieces of information from multiple sources are synthesized; the quality of information may be evaluated for accuracy and omissions
Writing Skills	<ul style="list-style-type: none"> • Write communications to co-workers, management, suppliers, and both internal and external customers • Write notes to senior management regarding supply / service requirements and comparative assessments of supplies and / or services to be purchased, etc. • Write tenders and procurement contracts • Write purchase requisitions / orders
Numeracy	<ul style="list-style-type: none"> • Apply financial math/money math • Apply scheduling, budgeting and accounting math • Apply measurement and calculation math • Apply data analysis math • Utilize numerical estimation
Oral Communication	<ul style="list-style-type: none"> • Interact with management, staff, customers, and/or suppliers to obtain information, get direction, and to problem solve • Interact with other staff regarding orders and scheduling • May instruct other employees to complete tasks • Participate in staff meetings
Thinking Skills	(Problem Solving, Decision Making, Job Task Planning and Organizing, Significant Use of Memory, Finding Information)
Problem Solving	<ul style="list-style-type: none"> • May receive materials, equipment, supplies, services, and/or products that do not conform with the required terms and specifications of the tender and procurement contract • May be informed that the arrival of ordered materials, equipment,

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	<p>supplies, and/or products will be delayed</p> <ul style="list-style-type: none"> • May receive an urgent request for a purchase outside of purchase authority at a time when the correct authority is absent and unable to give approval • Effectively respond to vendor enquiries • May have to adapt negotiation strategies to cope with new circumstances or issues that arise
Decision Making	<ul style="list-style-type: none"> • Make decisions consistent with the organizations guiding policies and/or criteria regarding procurement, transportation, logistics, inventory management, etcetera • Make decisions with market, economic, social, and political environments taken in to account
Job Task Planning and Organizing	<p>Procurement Officers are generally self-directed. In conjunction with their managers, they set the order and priority of job tasks according to deadlines. A Procurement Officer may also allocate specific work activities to self and employees they supervise.</p>
Significant Use of Memory	<ul style="list-style-type: none"> • Remember policies and procedures relevant to procurement activities • Remember applicable legislative and regulatory requirements • Remember passwords, categories of items, specific customer names, and specialized and/or frequently used supplier names • Remember what goods / services were ordered in order to respond to possible queries
Finding Information	<ul style="list-style-type: none"> • Search inventory databases to find quantities in stock, parts numbers, pigment numbers and product specifications • Obtain information about goods and services by speaking with suppliers, making phone calls and reading brochures and trade publications • Obtain information on regulations and standards • Find information for budgeting purposes • Obtain information about suppliers.
Working with Others	<p>Procurement Officers coordinate and integrate job tasks with co-workers, supervisors and colleagues such as technical experts. They coordinate job tasks to ensure timely submission of documents such as purchase orders, invoices and other administrative documentation. Procurement Officers may also work independently to order supplies and services, complete inventory records, and develop and monitor delivery schedules. They may supervise and train Purchasing and Inventory Clerks.</p>

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Continuous Learning	Procurement Officers have an ongoing need to learn. They update their knowledge of computer software and systems regularly and receive routine training on company policies and procedures. They may attend procurement seminars and industry training programs to stay abreast of industry trends, changes to laws and regulations, international trade agreements and customs and cross border security requirements.
Additional Information	(Physical Aspects, Attitudes)
Physical Aspects	Procurement Officers use a variety of body positions on the job including standing or sitting for long periods of time. In addition, Procurement Officers may crouch, kneel down, bend or stoop when completing daily tasks and may be required to move around warehouses.
Attitudes	Procurement Officers must adhere to a code of ethical conduct, have good communication skills, be positive, organized, detail oriented, personable, willing to work with others and accurate when transferring information. Procurement Officers should also exhibit an awareness of and sensitivity to other cultures.
Future Trends Affecting Essential Skills:	Procurement Officers will be required to have enhanced computer skills in order to work with more complex software. The ability to speak more than one language, and an awareness of and sensitivity to the diversity of international cultures is considered a growing need in the face of increasing globalization. Furthermore, an understanding of the principles of sustainability as they relate to environmental, social, and corporate governance issues is of increasing importance.

Government of Canada Defined - Related NOC Code & Description	<p>1225 Purchasing Agents and Officers</p> <p>Purchasing agents and officers purchase general and specialized equipment, materials and business services for use or for further processing by their establishment. They are employed throughout the public and private sectors.</p>
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Document Management:				
Activity #	Activity Type*	Replaces	New Version Name	Responsible Individual
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2	Document Updated	April 13, 2010	October 5, 2010	C. Sellar (CSA)
3	Document Finalized	October 5, 2010	April 12, 2011	C. Sellar (CSA)
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***Activity Types:**

- ✓ Document Created
- ✓ Document Modified (Minor Corrections & Editorial Changes)
- ✓ Document Updated (Complete Review)
- ✓ Document Finalized
- ✓ Document Retired

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