



Procurement and Purchasing - Professional

Procurement Manager

Job Description	Oversees the tendering of contracts to ensure the process is fair, competitive and legal. Analyzes data and forecasts trends; traces shipments; follows up undelivered goods and resolves problems. Prepares and administers budgets and contracts. In larger organizations, the manager may supervise buyers, purchasing agents or expeditors.
Education/Certification	Most employers prefer to hire applicants who have a bachelor's degree or college/technical diploma in business administration or commerce. This particularly applies to positions that require cost analysis, contract administration and dealing with legal issues.
Experience	Experience determines the level of responsibility given.
Skills	Good communication, organization and negotiation skills; the ability to work with many kinds of people; the ability to analyze purchasing options and make purchasing decisions involving large sums of money. Must also be able to work independently, have a good memory for details and the ability to adapt to a changing environment.
Salary Range	\$30,000 to \$65,000 a year. Depending on experience and responsibilities, the salary may be higher.
Transferability	Procurement specialists are found in a wide variety of industries requiring the purchase and acquisition of materials, supplies and equipment.

Materials Coordinator, Purchasing Agent

Education, skills and salary range are similar to Procurement Manager.

Note: These job descriptions represent positions frequently found in large pipeline projects. Appropriate education and experience will play a determining role when selecting candidates. Some positions may require extensive natural gas related expertise. Salaries and wages are based on 2001 data and may change according to market conditions.