

## Procurement Clerks

43-3061.00



**Description:** Compile information and records to draw up purchase orders for procurement of materials and services.

### Other Resources:

[ONET Link](#)

[MyNextMove Link](#)

**Sample of Reported Job Titles:** Buyer, Procurement Assistant, Procurement Officer

### Job Zone

**Title:** 3 - Medium Preparation Needed

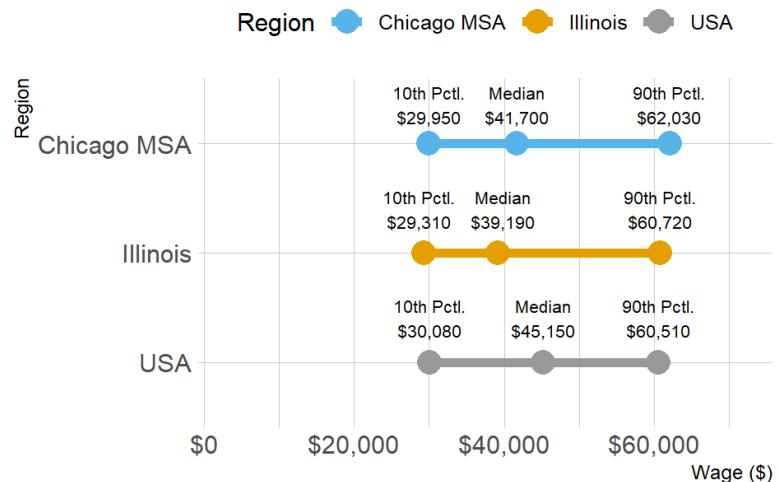
**Education:** Require training in vocational schools, related on-the-job experience, or an associate's degree.

**Experience:** Previous work-related skill, knowledge, or experience is required.

**Training:** One or two years of training involving both on-the-job experience and informal training with experienced workers needed. A recognized apprenticeship program may be associated with these occupations.

**Hot Technologies:** Autotask, Enterprise resource planning ERP software, IBM Maximo Asset Management, Intuit QuickBooks, Microsoft Access, Microsoft Office Suite

Region	Employment	Location Quotient	Median Wage
Chicago MSA	2,690	1.44	\$41,700
Illinois	3,710	1.50	\$39,190
USA	61,930	—	\$45,150



Top 5 Core Tasks According to Current Job Holders	Frequency	Importance (out of 100)
Perform buying duties when necessary.	Hourly or more	91
Prepare purchase orders and send copies to suppliers and to departments originating requests.	Several times daily	90
Compare suppliers' bills with bids and purchase orders to verify accuracy.	Daily	88
Prepare, maintain, and review purchasing files, reports and price lists.	Daily	87
Compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.	Daily	86