

PURCHASING AGENT

ANNUAL WAGES

ENTRY: \$48,600
MEDIAN: \$67,200
HIGH: \$93,100

HOURLY WAGES

ENTRY: \$23.37
MEDIAN: \$32.30
HIGH: \$44.75

EDUCATION AT ENTRY LEVEL

BACHELOR'S
DEGREE



THE AUSTIN MSA PROJECTS TO NEED OVER **3,367** PURCHASING AGENTS BY 2031. WILL YOU BE ONE?

JOB DUTIES

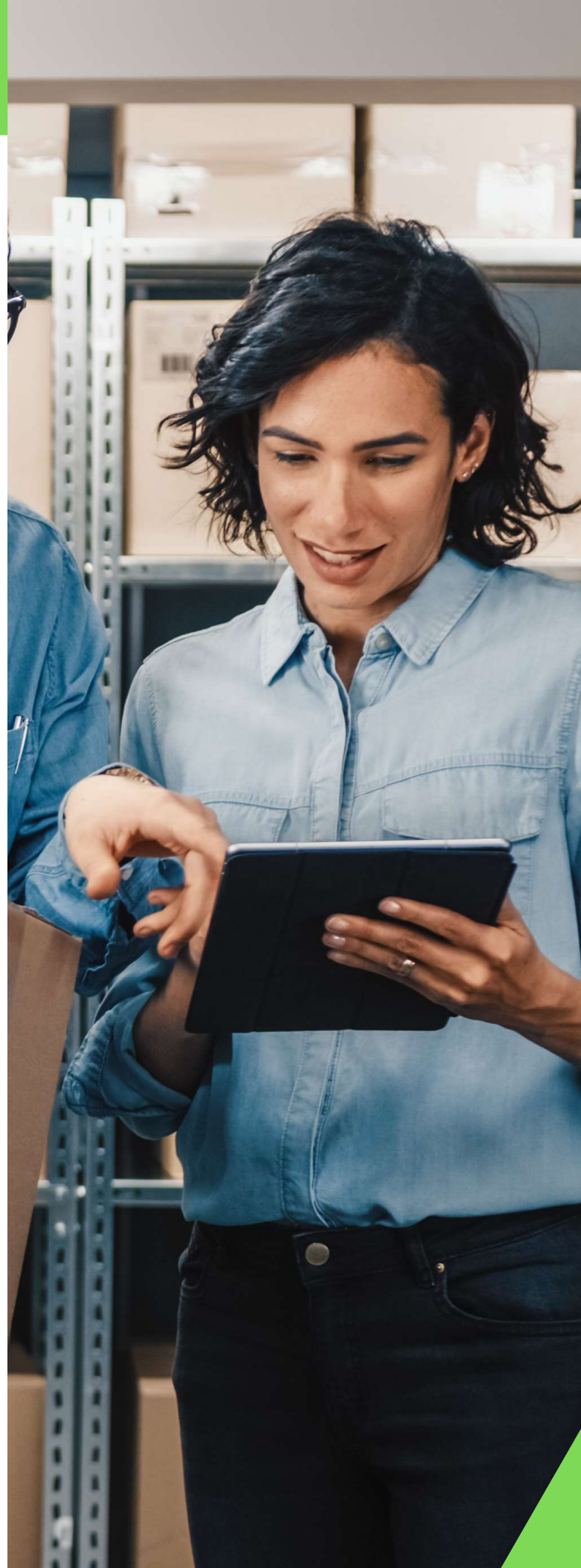
- Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment.
- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives.

YOU WILL THRIVE IN THIS POSITION IF...

- You like activities that include data, detail, and regular routines.
- You have integrity and an attention to detail.
- You are an analytical thinker and have a stress tolerance.
- You can notice a problem and figure out the best way to solve it.



**SCAN TO WATCH A VIDEO
ABOUT THIS CAREER PATHWAY**



Data Sources
SOC: 13-1021
O'Net, JobsEq, 2022
Career OneStop

Prepared by Workforce Solutions Capital Area

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HOW TO GET STARTED IN THIS CAREER PATHWAY



Enroll in business, management, customer service, or law/government classes



Complete an informational interview with a professional in this career pathway

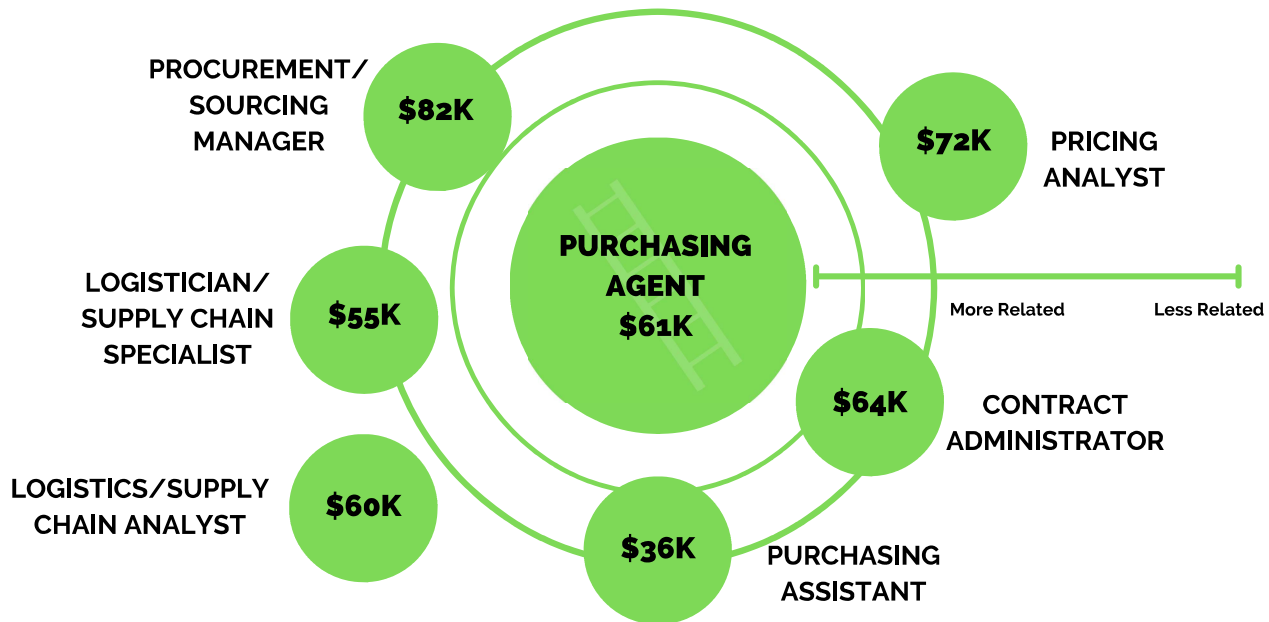


Gain experience in an entry-level role. **Apply at workintexas.com**



Complete a personality test or explore more high-demand careers. **Scan the code to get started!**

RELATED JOBS WITH MEDIAN SALARY



WHAT IS SOMETHING NEW YOU LEARNED ABOUT THIS CAREER?
