Buyers and Purchasing Agents

What They Do
Buyers buy merchandise or commodities for resale to consumers at the wholesale or retail level. They analyze buying trends, sales records, price and quality of merchandise. Purchasing agents buy machinery, equipment, tools, supplies or services necessary for the operation of an establishment like a manufacturing plant. These workers select, order and authorize payment for merchandise according to contractual agreements.

Is This For You?
Work Interests are described in the following categories (compatible with Holland’s Model). People who tend to succeed in this career are:

Enterprising (Persuaders) — Like to influence, persuade or lead people and manage others. They enjoy working on a team toward goals, competition and business-like activities.

Conventional (Organizers) — Detail oriented and organized. They like to analyze data, keep financial records and do research. They can be counted on to be accurate and enjoy structure and closure.

Work Values are aspects of work that are satisfying to you. The following work values are generally associated with this career.

Independence — Allow employees to work on their own and make decisions.

Working Conditions — Offer job security and good working conditions.

Achievement — Results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment.

Abilities reflect a person’s aptitude to acquire skills and knowledge. The following abilities are important for success in the career.

- Oral Expression
- Oral Comprehension
- Deductive Reasoning
- Written Comprehension
Basic Skills You Need

- Negotiation
- Critical Thinking
- Speaking
- Active Listening
- Judgment and Decision Making
- Active Learning
- Management of Financial Resources
- Reading Comprehension

Education & Training

A bachelor’s degree in marketing operations, sales, distribution or a related business program is recommended for buyers and purchasing agents. Some employers may prefer a degree in a field more specifically related to the nature of their business, such as agricultural product marketing or fashion merchandising.

Recommended Levels* for the National Career Readiness Certificate

- Applied Math  4
- Workplace Documents  4
- Graphic Literacy  5

*Using the median skill level.

Where They Work

The South Dakota industries which employ the largest number of buyers and purchasing agents are:

- Merchant Wholesalers, Nondurable Goods
- Federal Government
- Merchant Wholesalers, Durable Goods
- Management of Companies and Enterprises

South Dakota Employment & Wages

<table>
<thead>
<tr>
<th>2018 Workers</th>
<th>2028 Workers</th>
<th>Numeric Change</th>
<th>Percent Change</th>
<th>Average Annual Demand for Workers</th>
<th>Annual Median Wage</th>
<th>Annual Average Wage</th>
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<td>1,358</td>
<td>1,363</td>
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<td>142</td>
<td>$60,067</td>
<td>$61,908</td>
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</tbody>
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Additional References

Labor Market Information Center
www.dlr.sd.gov/lmic

Career OneStop
www.careeronestop.org

O*Net Online
www.onetonline.org

mySkills myFuture
https://www.myskillsmyfuture.org/

Provided By

Labor Market Information Center
South Dakota Dept. of Labor and Regulation
605.626.2314

Visit dlr.sd.gov/hotcareers to obtain the most recent workforce data and trends and more resources, including this document. Also available are explanations of the terms used in this occupational profile.

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