



**South Dakota
High Demand
&
High Wage
Career**

**Career Cluster: Business Management
and Administration**



Buyers and Purchasing Agents

Standard Occupational Code 13-1020

What They Do

On behalf of the organization which they work for, buyers and purchasing agents acquire products either for further processing or resale. For example, they may search for and buy the supplies and goods used in a manufacturing process. Or they may purchase goods from producers or wholesalers which are then sold to retail customers. They may negotiate contracts.

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:

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.

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.

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 — Allow employees to provide service to others and work with co-workers in a friendly, non-competitive environment.

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

- Oral Expression
- Deductive Reasoning
- Oral Comprehension
- Speech Clarity
- Written Comprehension

Basic Skills You Need

- Critical Thinking
- Speaking
- Active Listening
- Judgment and Decision Making
- Negotiation
- Persuasion
- Reading Comprehension
- Complex Problem Solving
- Active Learning

Education & Training

Most employers of buyers and purchasing agents prefer those with a bachelor's degree in business or a field directly related to the operations involved in the business. Work experience in other roles within the type of business or industry involved is also helpful for familiarity with the materials and supplies used.

South Dakota Employment & Wages

2022 Employment	2032 Employment	Numeric Change	Percent Change	Average Annual Openings	Annual Median Wage	Annual Average Wage
1,101	1,102	1	0.1%	99	\$68,930	\$74,220

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/>

Auxiliary aids and services are available upon request to individuals with disabilities. U.S. DOL funded. For details, see dlr.sd.gov/lmic/eta_grant.aspx.

Printed on recycled paper.

Recommended Levels* for the National Career Readiness Certificate

Applied Math	5
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:

- Management of Companies and Enterprises
- Machinery Manufacturing
- Merchant Wholesalers, Durable Goods
- Self Employment
- Animal Slaughtering and Processing

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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