



Purchasing Agents research, evaluate, and purchase products or supplies that are necessary for the operation of an establishment. These supplies may either be resold to customers or used by the company for everyday operations.

Example Positions

Buyer, Paper and Industrial Goods Buyer, Procurement Specialist, Purchasing Administrator, Purchasing Agent, Purchasing Manager, Wholesale Buyer

Competencies

Negotiating – They identify key bargaining points for all parties and work effectively toward win-win solutions.

Information Seeking – Purchasing Agents are driven by an underlying curiosity and desire to know more about things, people, or issues. This involves going beyond routine questions and includes digging or pressing for exact information; resolving discrepancies by asking a series of questions; or conducting less-focused environmental scanning for opportunities or miscellaneous information that may be used in the future.

Planning and Priority Setting – They identify priorities and develop detailed action plans that include objectives, accountabilities, time frames, standards, review stages, and contingencies.

Deliberative Decision Making – They gather, consider, and evaluate all relevant information to make logical conclusions before being moved to action. They are able to put aside personal biases and take an objective approach to making decisions based on data or other pertinent facts.

Influence and Persuasion – They are effective in persuading, convincing, influencing, or impressing others in order to get them to support a specific agenda, make a specific type of impression, or take a specific course of action.

Business Acumen – They make sound business decisions based on a strong understanding of the company's business model, strategic goals, and relevant policies, as well as best practices and current technologies in one's own discipline or functional area.

Relationship Building – They develop effective long-term professional interactions with others based on trust: trust that they will always work toward the best interest of those involved and that they are sufficiently competent to provide positive results.

Time Management – Purchasing Agents are able to manage multiple responsibilities by being organized and keeping on top of important time-sensitive tasks.

Representative Behaviors

- Capitalizes on opportunities to gain commitment during a negotiation
- Uncovers relevant information to make accurate judgments and sound decisions
- Coordinates resources to accomplish goals
- Applies lessons from experience to make effective decisions
- Uses cues from others to effectively influence them
- Takes action to ensure efficient and proper use of resources based on budget data
- Builds collaborative relationships and alliances
- Stays on top of concurrent tasks and activities effectively



Purchasing Agent Job Model

Leading	Active Communication	Interpersonal Dynamics	Making Decisions	Solving Problems	Managing Processes	Self-Management
Leadership Maturity	Influence and Persuasion	Interpersonal Sensitivity	Deliberative Decision Making	Creativity and Innovation	Quality Focus	Composure and Resiliency
Leadership Communication	Conflict Management	Helpfulness	Decisiveness	Analytical Thinking	Compliance	Generating and Expressing Enthusiasm
Driving Results	Negotiating	Service Focus	Strategic Thinking	Learning Agility	Response Orientation	Strength of Conviction
Leading Change	Active Listening	Relationship Building	Organizational Citizenship	Scientific Acumen	Safety Focus	Achievement Motivation and Perseverance
Managing Innovation	Communicating	Collaboration and Teamwork	Information Seeking	Business Acumen	Process Management	Self-Awareness
Managing Quality	Instructing	Organizational Savvy			Time Management	Adaptability
Team Building		Global Mindset			Planning and Priority Setting	Initiating Action
Coaching and Developing Others					Organizing and Documenting Information	Accountability
Delegating					Applying Standard Practices	Professionalism
Fact-Based Management						Continuous Learning
Strategic Talent Management						Extended Task Focus
Directing						Comfort with Ambiguity