

# **PURCHASING AGENT**

## **ANNUAL WAGES**

ENTRY: \$43,00  
MEDIAN: \$61,900  
HIGH: \$76,400

## **HOURLY WAGES**

ENTRY: \$20.65  
MEDIAN: \$29.76  
HIGH: \$36.74

## **EDUCATION AT ENTRY LEVEL**

BACHELOR'S  
DEGREE



THE AUSTIN MSA PROJECTS TO NEED OVER  
**3,923 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, 2021

Texas Workforce Commission, 2021

**Prepared by Workforce Solutions Capital Area**

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# PURCHASING AGENT

## 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

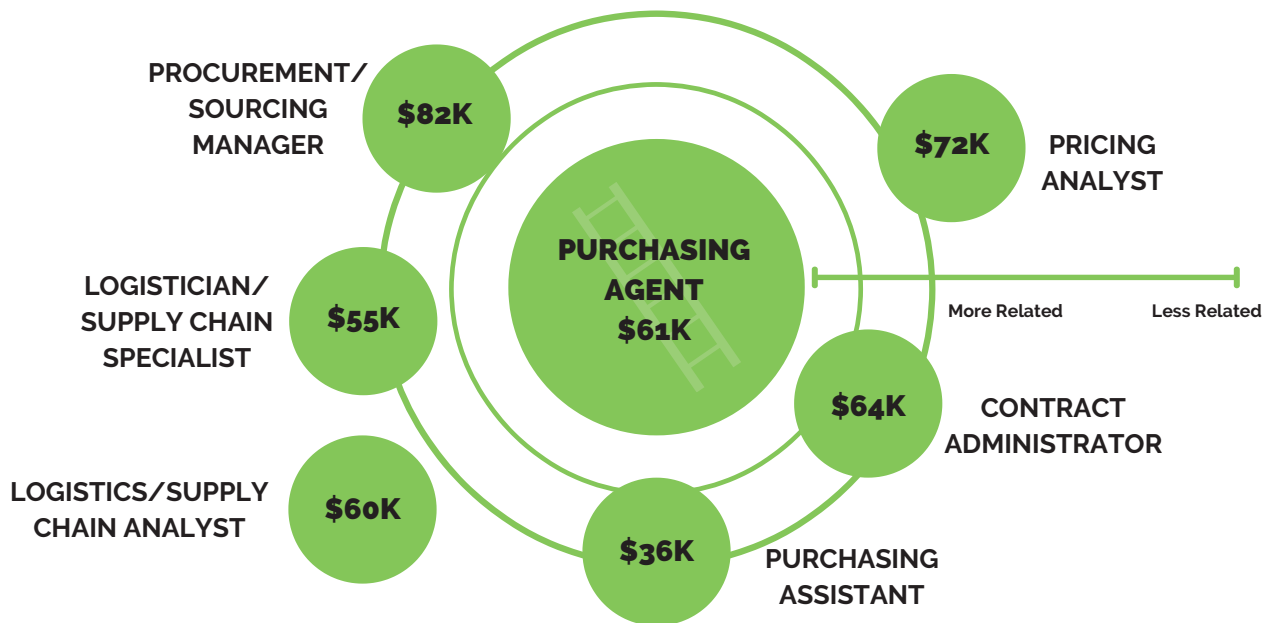


Gain experience in an entry-level role. **Apply at [workintexas.com](https://workintexas.com)**



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?

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