

Inventory Control



What They Do

Inventory control or purchasing representatives purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. They also purchase raw or semi-finished materials for manufacturing.

Job Duties

- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities
- Maintain and review computerized or manual records of items purchased, costs, deliveries, product performance, and inventories
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts
- Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives
- Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods
- Monitor changes affecting supply and demand, tracking market conditions and price trends

Job Earnings

****CareerZone.NY.gov**

\$44,800 per year salary average
for entry-level workers
\$87,110 per year salary average
for experienced workers

Education/Training

Depending on the company, purchasing/inventory control positions may require a four-year bachelor's degree. Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Job Outlook

In New York State based on the total number of annual openings and its growth rate, employment prospects for inventory control & purchasing positions are described as Less Favorable.

Inventory Control - Career Pathway

Ways to Start Preparing for Your Future Career TODAY!

1

Middle/High School Classes to Take:

- Business
- English
- Communications/Public Speaking
- Mathematics

2

Clubs/Extracurricular Activities:

- 4-H (www.4-H.org)
- SkillsUSA (www.SkillsUSA.org)

3

Local BOCES/Career & Technical Education Programs:

- Genesee Valley BOCES (www.GVBOCES.org)
 - Information Technology (Batavia Campus only)
 - WNY Tech Academy (P-Tech Program, Supply Chain Management)
- Monroe2-Orleans BOCES (www.Monroe2BOCES.org)
 - Computer Technology
- Orleans-Niagara BOCES (www.ONBOCES.org)
 - Computer Technology

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Volunteer Opportunities:

- Community Action/Catholic Charities
- Habitat for Humanity
- United Way

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Local Colleges/Training:

- Colleges:
 - SUNY Alfred (www.AlfredState.edu)
 - Erie Community College (www.ECC.edu)
 - Finger Lakes Community College (www.FLCC.edu)
 - Genesee Community College (www.Genesee.edu)
 - Monroe Community College (www.MonroeCC.edu)
 - Medaille College (www.Medaille.edu)

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