

Purchasing managers

Job Description: Purchasing managers buy products for organizations to use or resell. They evaluate suppliers, monitor and research industry trends, review product quality, supervise purchasing agents, and negotiate contracts.



Wage Range: \$20.19 - \$64.90 / hr

BC Labour Market Outlook 2019-2029: Over 1,380 job openings throughout BC

- [Click here](#) to visit the WorkBC labour market outlook site

Future Opportunities:

Progress to senior management



Northern Lights
College

Skills and Competencies Courses: Skills and competencies such as communication, speaking and time management are what employers look for in their employees. These skills transfer over to a wide variety of job market sectors and are valuable for everyone. *Click on the course titles below for more information:*

- [Time Management](#)
- [Keys to Effective Communication](#)
- [Persuasive Communication](#)
- [Communication Strategies](#)
- [Mastering Public Speaking](#)
- [Critical Thinking](#)

Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
●	●	●	●	●
●	●		●	
●	●	●	●	●
●	●		●	
●	●	●	●	●

Exploratory Courses: These courses are a great start for those who are interested in pursuing a career as a purchaser or purchasing manager. *Click on the course titles below for more information:*

- [Supply Chain Management Fundamentals](#)
- [Purchasing Fundamentals](#)
- [Supply Chain Suite](#)

Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
●	●		●	
●	●		●	
	●		●	

Professional Development: These courses are for those who are currently working or have worked in a similar area as this that would like to advance in position and/or would like to grow their knowledge base. *Please click on the course titles for more information:*

- [Intermediate Microsoft Access 2019/Office 365](#)
- [Introduction to Microsoft Outlook 2019/Office 365](#)
- [Advanced Microsoft Excel 2019/Office 365](#)
- [Intermediate MS Word 2019 Office 365](#)
- [Master VLOOKUP in Microsoft Excel](#)
- [Fundamentals of Supervision and Management](#)
- [Supervising Others](#)
- [New Manager Suite](#)
- [Leadership](#)
- [Leadership Suite](#)
- [Supervision and Management Series](#)

Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
●	●		●	
●	●		●	
●	●		●	
●	●		●	
●	●		●	
●	●	●	●	●
●	●		●	
●	●	●	●	
●	●		●	
●	●		●	

Online-Self Directed Offering: These courses are for those who have moderate computer experience and want to be able to fit course work around their schedules. These courses are entirely done online with the majority of courses having a 3-month completion time frame. (with some exceptions) These courses can be enrolled in at any time.

Online Instructor Lead: These courses have a structured schedule and are instructor lead. This is a great option for those who have time in the schedules and who need some support of an instructor

Virtual Face to Face: These courses have a structured schedule and are conducted like a more traditional face to face course that allows instructor and students to communicate in real time and collaborate together in break out rooms.

Instructor Support Add On: These courses can have the option of instructor support added on to the course itself. This is the perfect option for those are new to online courses or just need a bit of extra support and check ins. This option would have more of a structured schedule.

In Class Face to Face: These courses are delivered in the traditional classroom setting. This option is great for courses that have hands on components as well as deeper discussions, role play and a more personal setting.

Customized Private Group Training: If you have a group of people that you want to train at one time, you can have a class that is just for your group. This can be for one course or a group of courses. Group trainings can also be customized to fit the needs of your group.