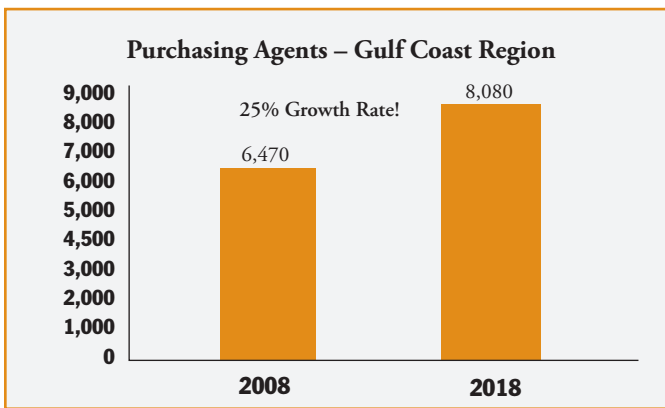


FOCUS ON PURCHASING AGENTS

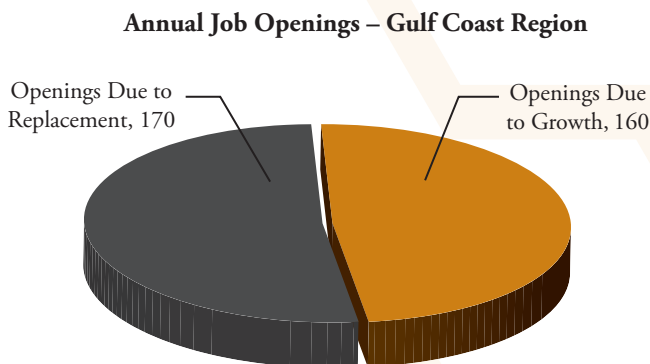
Houston Gulf Coast Region*

Every company buys machinery, equipment, tools, parts, supplies, or some type of service necessary to operate, and this is where the purchasing agent comes in. Purchasing agents buy raw materials, goods, and services that a company uses to operate, not goods for resale that wholesale and retail buyers purchase. This means the purchasing agent is a necessary position for most companies, making it a great career choice. It is an occupation that has faster than average employment growth with several hundred job openings per year in the Gulf Coast region.



The number of purchasing agents in the Gulf Coast region is expected to rise above 8,000 by 2018.

*Includes the following counties: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton.

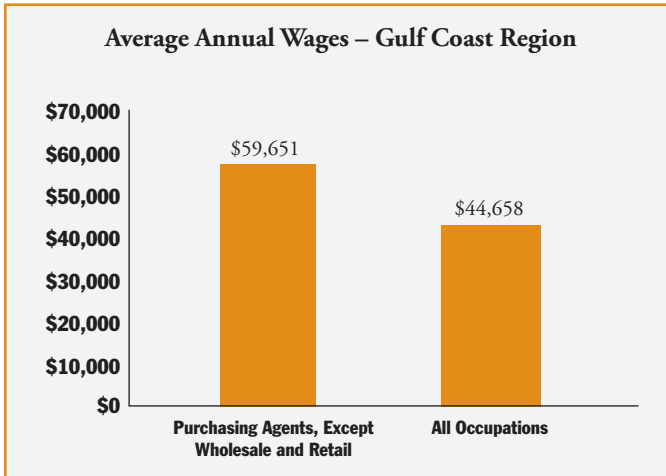


The Gulf Coast region expects over 300 job openings each year.

Brought to you by the Education Committee of The Gulf Coast Workforce Board. For more information visit us on the Web at www.wrksolutions.com. Latest data available as of July 2011.

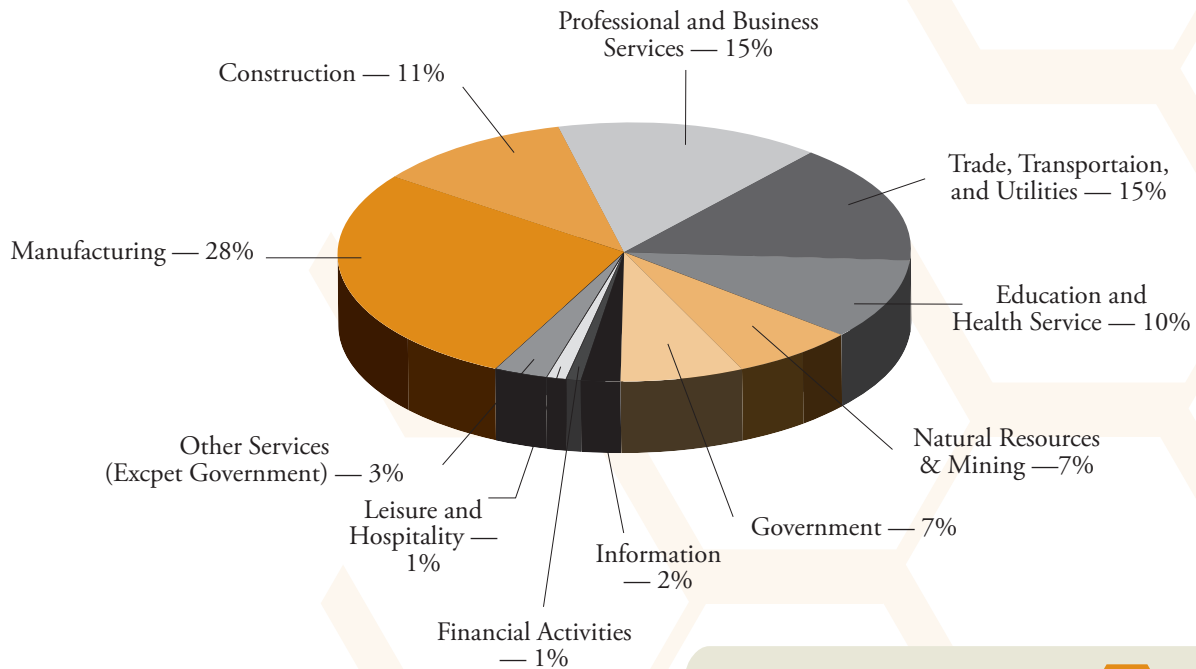
FOCUS ON PURCHASING AGENTS

PURCHASING AGENTS EARN MUCH HIGHER THAN AVERAGE WAGES!



PURCHASING AGENTS WORK AT MANUFACTURING COMPANIES MORE THAN ANYWHERE ELSE, BUT THEY CAN BE FOUND WORKING IN ALL MAJOR INDUSTRIES.

Purchasing Agents – Gulf Coast Region 2018



FOCUS ON PURCHASING AGENTS

3 OF 5

PATHWAY TO BECOMING A PURCHASING AGENT

While education requirements for this occupation can vary depending on the technical knowledge needed, a bachelor's degree in business administration is generally required. More advanced positions often require a master's degree in business administration. Some purchasing agents begin as expeditors and work their way up to better-paying jobs with more responsibilities. Other beginners are hired as purchasing department trainees. Some employers require specific technical or business backgrounds based on the specific needs of the organization.

ADDITIONAL INFORMATION

There are many certifications related to purchasing agent occupations, and one or more is often required for entry or advancement. To further explore information about training, employment and certification visit the following sites:

The Institute for Supply Management (ISM), www.ism.ws

The American Purchasing Society (APS), www.american-purchasing.com

The National Institute of Governmental Purchasing (NIGP), www.nigp.org

START EARLY AND BE PREPARED!

High school students should strive for a high GPA that will provide them with an edge needed for acceptance in and successful completion of a bachelor's degree.



FOCUS ON PURCHASING AGENTS

PREPARING FOR A CAREER AS A PURCHASING AGENT*

9th Grade	Suggested Coursework		
	English I	World Geography	Career-Related Electives: Touch System Data Entry or Principles of Business, Marketing & Finance or Word Processing Applications
	Algebra I	Languages other than English I	
	Biology	Physical Education	
10th Grade	Suggested Coursework		
	English II	World History	Career-Related Electives: Money Matters and Entrepreneurship or Accounting I or Computer Programming
	Geometry	Languages other than English II	
	Chemistry		
11th Grade	Suggested Coursework		
	English III	United States History	Career-Related Electives: Business Law or Accounting II or Business Information Management I or Languages other than English III
	Algebra II	Professional Communications	
	Physics		
12th Grade	Suggested Coursework		
	English IV	Government/Economics	Career-Related Electives: Business English or Career Preparation II or Problems and Solutions or Advanced Computer Programming or Business Management or Languages other than English IV
	Pre-Calculus	Fine Arts	
	Environmental Systems		

*Source: AchieveTexas.org, adopted from Business Analysis Pathway

FOCUS ON PURCHASING AGENTS

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GULF COAST REGION BUSINESS ADMINISTRATION DEGREE PROGRAMS

UNIVERSITIES

- Houston Baptist University
- Prairie View A&M University
- Rice University
- Sam Houston State University
- Texas Southern University
- Texas Woman's University
- University of Houston
- University of St. Thomas

WHERE TO FIND EMPLOYMENT IN THE GULF COAST REGION

- Manufacturing Companies
- Construction Companies
- Oil and Gas Extraction Companies
- Mining Support Companies
- City, County, and State Government
- Educational Institutions
- Hospitals
- Transportation Companies (Air, Truck, and Pipeline)
- Merchant Wholesale Companies



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