

# PROCUREMENT OFFICER



## **Summary of profession**

Procurement officers identify the procurement needs of an organization, reviewing purchase requisitions, awarding supplier tenders and supervising the performance of contractors.

## **Working hours, patterns and environments**

They work regular office hours, however in the event of an emergency staff may be called in to assist where necessary.

## **Education and skills**

Many procurement officers hold degrees in business and accounting. It is important to have a firm grasp on the software to assure smooth running.

## **Job and growth opportunities**

Officers can become managers and lead their teams to ensure a cohesive unit is formed so that the work is done efficiently and in a time sensitive manner.