



(PG) Purchasing and Supply

Some relevant fields of study: supply chain management, engineering and technology, science, business administration, law, mathematics and computer science, social science and humanities, economics and commerce, communications and information science, international business.

Our procurement officers help the Department determine requirements, prepare work statements, and obtain the goods and services it needs at the right price. Their key roles and duties include:

- Administering contracts
- Controlling inventories
- Developing and maintaining good client relations
- Confirming prices and services with suppliers
- Maintaining a database on purchases

Salaries range from **\$39,269** to **\$97,501** (PG-01 to PG-06)
Effective June 22, 2010

