

Purchasing & Supply Chain Management

GENERAL KNOWLEDGE AND SKILLS

Communication (Oral and written)
Team work/collaboration
Organization
Time, project, logistic management
Active listening
Technology/Electronic tools & applications

- Spreadsheets
- Email etiquette
- Software & remote access technology such as teleconferencing
- SAP/Oracle

Data analysis/Data management
Multi-tasking, planning, facilitation
Creativity
Management, negotiation & presentation skills
Resourceful, responsible, ethical behavior
Priority assessment
Diversity awareness/management & cultural competency
Legal knowledge
Multi-lingual skills
Intrapreneurial/Entrepreneurial mind-set
Customer service/Customer focus
Conflict/Change/Risk management
Business etiquette
Structured approach
Dealing with ambiguity
Financial budgeting

FUTURE TRENDS AND CONCERNS

“SME” Subject Matter Experts “Industry Driven”
Leveraging technology
Less of tactical profession, now-information strategic support
Recognition of cost containment, avoidance & savings
“Lean” Supply Chain & business process
Vendor managed inventory
Buying more business solutions vs products & services
Outsource some traditional/strategic “work”
Strategic critical thinkers SME/Global
Global diversity
Project & program based procurement
Soft skills -Communication -Collaboration
International new regulatory compliance knowledge
Customer Experience/customer intimacy
Sustainability, buying “green”
Technological savvy
Ability to administer constructive critique
Social media knowledge and uses
Cloud computing
Hacking
Protecting customer/employee & corporate data
Encryption protocols
Near sourcing
Supply chain engineering

WORKER BEHAVIORS

Motivation
Flexibility
Assertiveness
Resilience
Patience - Emotional intelligence
Independence
Initiative/self starter
Common sense
Workplace safety
Discretion
Administrative duties
Integrity
Respectful of others
Follow-through
Urinalysis, criminal check, credit check
Ethical & reliable
Ability to set objectives/feedback
Inclusiveness
Forward looking - broader picture
Curiosity/Analytical mind set
Corporate citizenship

JOB TITLES AND WAGES

Supplier Manager 50 -80k
Sr Buyer 50-90k
Commodity Buyer 45-60k
Associate Buyer 35-50k
Purchasing Specialist 35-50k
Customer Service 35-55k
Sourcing/Sr Sourcing Manager 100-120k
Category Manager 60-80k
Planners 45-60k
Procurement & Supply Specialist 2-4 47-60k
Sr Procurement Manager 75-100k
Procurement Manager people 75-110k, groups 60-80k
Supply/Key Account Manager 50-150k
Contract Administrator 1-35-50k, 2-50-80k, 3-80-120
Contract Specialist 1-3 45-65k
Compliance Manager 50-60k



DACUM Research Chart for PURCHASING & SUPPLY CHAIN MANAGEMENT

DEVELOPED BY AND FOR SHORELINE COMMUNITY COLLEGE 16101 GREENWOOD AVE N SHORELINE WA 98133

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INTRODUCTION

The term DACUM is an acronym for Developing A Curriculum. The DACUM process used is an innovative and effective method of occupational analysis. It is also very effective for conducting process and functional analysis. DACUM is used extensively by educators and by trainers when they are establishing a new education or training program, or revising an existing one.

Shoreline Community College uses the DACUM process to establish a relevant, up-to-date and localized research base for curriculum and instructional development.

Shoreline Community College thanks the local experts on this panel that gave of their time and experience to help the college prepare for the challenges of the future.

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PURCHASING AND SUPPLY CHAIN MANAGEMENT

DACUM Research Chart

DUTIES ←

→ TASKS

A	NEGOTIATION	A-1 Establish team	A-2 Develop negotiation strategies	A-3 Establish "deal breakers"	A-4 Identify what to "give" & to "get"	A-5 Establish points of concession	A-6 Confirm acceptable outcomes	A-7 Identify weaknesses	A-8 Include change of control language to support existing ops	A-9 Establish negotiation venue	A-10 Identify decision maker(s)	A-11 Prepare for negotiation (BATNA, ZOPA)	A-12 Create alternatives	A-13 Define who is the final approver					
B	PROCUREMENT TRANSACTION	B-1 Establish vendor file	B-2 Validate Invoice	B-3 Master data management	B-4 Comply with laws	B-5 Manage purchase order process	B-6 Expedite orders	B-7 Issue & manage RFP / RFI	B-8 Determine available source	B-9 Integrate ERP systems	B-10 Establish priority of requisition	B-11 Validate requisition	B-12 Manage approvals						
C	STRATEGIC SOURCING	C-1 Manage contract administration process	C-2 Manage contracts	C-3 Manage RFX process	C-4 Identify methodology	C-5 Establish availability	C-6 Identify potential suppliers	C-7 Determine business need	C-8 Establish / forecast requirements	C-9 Qualify supplier capabilities	C-10 Determine selection criteria	C-11 Conduct supplier reference calls	C-12 Develop contingency plans	C-13 Issue & manage RFP / RFI					
D	ANALYSIS/RESEARCH PROBLEM SOLVING	D-1 Manipulate data	D-2 Develop business case (IRR/NPV ROIC)	D-3 Identify external trends	D-4 Identify emerging needs	D-5 Conduct benchmarking	D-6 Conduct cost/price and financial analysis	D-7 Research Federal, State, Local laws / regulations	D-8 Develop potential solutions	D-9 Conduct market research	D-10 Perform root cause analysis	D-11 Verify product specifications	D-12 Establish optimal logistics	D-13 Design network	D-14 Identify potential suppliers	D-15 Comply / apply consumer economic indicators			
E	RISK MANAGEMENT	E-1 Identify impacts to company image	E-2 Manage contracts	E-3 Hedge commodities	E-4 Facilitate audits	E-5 Establish business continuity plans	E-6 Monitor risk developments (hot spots)	E-7 Establish points of failure	E-8 Establish insurance and/or permitting needs	E-9 Monitor compliance	E-10 Perform financial risk analysis	E-11 Validate legal compliance	E-12 Set up compliance requirements	E-13 Determine supplier's financial health	E-14 Develop mitigation strategies	E-15 Manage corrective action process	E-16 Draft contractual risk mitigation language	E-17 Manage continuous improvement initiatives	
F	RELATIONSHIP MANAGEMENT	F-1 Manage suppliers	F-2 Manage customers	F-3 Obtain executive sponsorship	F-4 Share what you know	F-5 Manage logistics partners	F-6 Establish strategic partnerships	F-7 Reach out to M/W/DBE businesses	F-8 Build crossfunctional resource teams (internal)	F-9 Manage internal stakeholder relationships	F-10 Organize workshops / events	F-11 Establish service level agreement & key performance indicators	F-12 Conduct business reviews	F-13 Create dashboards & share with all	F-14 Ask for feedback on processes	F-15 Provide reports to upper management	F-16 Collect stakeholder feedback		
G	SUPPLY CHAIN OPERATIONS	G-1 Leverage operations fundamentals (e.g. OEE, throughput, cycle time, etc.)	G-2 Allocate risks & obligations	G-3 Design supply chain	G-4 Monitor compliance	G-5 Maintain inventory	G-6 Establish lead times	G-7 Implement quality control	G-8 Establish warehouse capabilities	G-9 Create success dashboards & share with all	G-10 Business continuity planning	G-11 Execute transportation	G-12 Establish emergency procedures	G-13 Troubleshoot	G-14 Manage exceptions	G-15 Create SLAs track results (turn around time & response time)	G-16 Document engagement process	G-17 Cross train staff	G-18 Implement investment recovery program
H	PROJECT / PROGRAM MANAGEMENT	H-1 Establish lead times	H-2 Design and manage the process	H-3 Identify critical path	H-4 Promote language of project management	H-5 Establish timeline, milestones & accountabilities	H-6 Manage scope or prevent scope creep	H-7 Manage changing priorities	H-8 Influence cross-functional stakeholders	H-9 Review all projects for conflict & impacts	H-10 Establish goals, objectives and budget	H-11 Partner with end-user / customer to achieve desired outcome	H-12 Establish roles & responsibilities						