

Grow your Purchasing Career

Presented by

Lynn L. Enders, VCO
and

Nancy M. Davis,
CPPB, CPPO, VCO



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Objectives

Participants will learn:

- Preparation for a promotion or new, more responsible position
- Tactical strategies used by a real-life example
- Sources of new opportunities in purchasing



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Grow

- 1. Evaluate Who/What You Know**
- 2. Excavate Strategic Sources**
- 3. Educate Yourself and Others**
- 4. Emulate Those You Respect**
- 5. Exchange Information**
- 6. Expand Your Reach**
- 7. Excellence – Always**
- 8. Expect to Grow!**



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Evaluate Who You Know

- People in Other Procurement Organizations
- People in Professional Organization and Association Members
- People from Workshops, Classes, or Conferences Attended
- People in Social Networking Websites



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Evaluate What You Know (and Like)

- Educational Requirements of Purchasing Certifications
- Recertification CEUs - stay current
- Areas for Educational Growth needed
- Consider becoming an SME for Specific Type(s) of Purchasing



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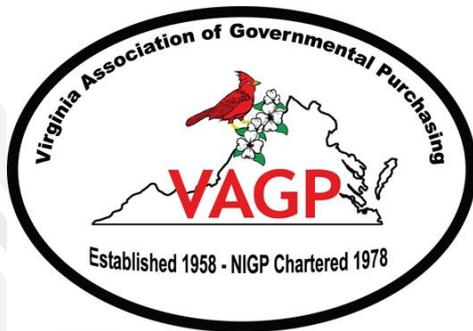
Excavate Strategic Sources

- Professional Organizations, Associations and Related Conferences/Workshops
- Marketplace -Online offerings, Web-based job posting sites, Email Listserve, e-Zines
- Public/Private Positions



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Professional Organizations, Associations and Conferences



www.vagp.org



www.nigp.org



Capital Area Purchasing Association

Capitalizing Purchasing Professionals

www.capavirginia.org



**institute for
supply management**

www.ism.ws



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Public/Private Positions

- **Public Entity Positions: Authorities, Commissions, Towns, Counties, Cities, State, Federal jobs**
- **Non-Public Positions: Not-for-profit and for-profit business firms**
- **Industry Specific: IT, Construction, Utilities, Food & Nutrition, Health, Law Firms, Transportation, Green Purchasing**
- **Business Support Services: Bid Tab, Office Admin, Office Coordinator**



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Purchasing-Related Positions

Buyer/Contract Officer

Manager/Director

Supplier Analyst

Contract Manager

Auditor/Reviewer

Negotiator

Planner/Scheduler

Expeditor

Specification Writer

Strategic Sourcing

Contract Administrator

Policy Analyst

Receiver

Contract Developer

Instructor

Inventory Control

Quality Control Inspector

Consultant



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Educate Yourself and Others

- Seek Out Classes, Training and Workshops
- Become Certified - Attain Education for the Purchasing Position You Ultimately Want
- Train Others Inside and Outside Your Entity



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Become Certified

- **Certifications are an Outward Expression of the Attainment of a Particular Body of Knowledge Required for the Profession**



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Emulate Those You Respect

- Seek Mentors to Ask Questions and for Guidance
- Copy Traits & Characteristics You Admire
- Ignore the Traits You Oppose
- Treat Those You Serve with Respect
- Be Respectful to Be Respected



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Exchange Information

- Network – talk about what you do
- Publicize Your Achievements
- Maintain Contact with Class Members and Former Coworkers
- Professional Networking Websites



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Publicize Achievements

- Certifications/Re-certifications
- Professional Memberships
- Professional Offices and Committee Participation
- Publication of Articles
- Honors, Awards and Recognitions
- Purchasing Achievements & Savings



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Expand Your Reach

- **Excel** – Stand out. Inside and outside work; be known for the right reasons!
- **Volunteer** – Request additional work and responsibility. Share your skills. Professional Organization/Association committee or officer, write articles or edit texts, teach a class, speak to groups.
- **Be Dependable** - Do what you say!



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Expand Your Reach

- **Be Trustworthy** – Maintain the highest ideals of honesty and integrity. Once it is lost, it's gone.
- **Pursue Excellence** – not perfection but a continual striving to excel.
- **Challenge Yourself** – “opportunities” to learn
- **Inspire Others**



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Excellence Always

- **In Customer Service**

- Hone your skills in Communication, Teamwork, Problem Solving, Public Speaking

- Be Positive, Creative, and Innovative



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Excellence Always

- **In Purchasing**

- Sourcing, Soliciting, Research & Analysis, Evaluation, Negotiation, Contract Development, Administration
- Broaden Your Employment Experiences in Different Entities
- Perform a Variety of Tasks



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Expect to Grow!

- **Professional growth requires:**
 - Initiative
 - Professional appearance and demeanor
 - Continual Education
 - Consistent Integrity
 - Honesty in All Transactions
 - Loyalty to Entity, Boss, Team, and the Public
 - Inspiring Others to Grow



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Summary -- Grow!

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6. Expand Your Reach
7. Excellence – Always
8. Expect to Grow!



Thank you for joining us!

lynn.enders@dmv.virginia.gov | nancy.davis@dmv.virginia.gov

804-367-0268 | 804-367-0220



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