

Purchasing Specialist

The Purchasing Specialist in the automotive industry plays a vital role in ensuring that the company acquires high-quality materials, components, and services at competitive prices. Their main activities include sourcing suppliers, negotiating contracts, managing purchase orders, monitoring compliance with quality and sustainability standards, and supporting the optimisation of procurement processes.

Key responsibilities involve analysing market conditions, conducting supplier evaluations, preparing cost analyses, and ensuring adherence to corporate and environmental regulations. They work closely with logistics, finance, sales, and recycling departments to align purchasing strategies with business objectives.

Essential competences include green competences (environmental regulations, green technologies), digital competences (supply chain analytics, procurement systems), soft skills (problem-solving, negotiation, critical thinking, attention to detail), transversal competences (collaboration, cost analysis, market research), and sector-specific expertise (quality control techniques, vendor management, supplier relationship management).

ESCO Mapping

<https://esco.ec.europa.eu/select-language?destination=/node/1>

ID	NAME	Concept URI
1324.8.2	Purchasing manager	http://data.europa.eu/esco/occupation/377865f0-c327-4599-8c7e-d428c6588edf
3323.2	purchaser	http://data.europa.eu/esco/occupation/29fa406d-de89-4515-be8d-0fe7bda993f1
3323.2.3	purchase planner	http://data.europa.eu/esco/occupation/dbdc9f7b-31c6-4f21-a9c5-48253bb69c08

Context

EQF Level	5/6
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Departments	Logistics Purchasing Sales Recycling
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Green Competences

ID	Name	Type	Description	Level	ESCO
C02 4	Environmental regulations	Knowledge	Describe regulations applied to daily purchasing activities. ▪ Identify eco-requirements in supplier contracts ▪ Monitor supplier compliance with delivery standards ▪ Report deviations to management ▪ Apply checklists for compliance verification	1	Link
C02 7	Apply green procurement practices	Skill	Ensure that environmental criteria are considered in daily purchases. ▪ Select suppliers with eco-labels ▪ Prioritise recyclable packaging ▪ Monitor supplier certificates ▪ Document compliance in procurement systems	2	

Digital Competences

ID	Name	Type	Description	Level	ESCO
C09 2	Use procurement systems	Skill	Operate ERP systems to manage purchase orders and supplier data. ▪ Create and update purchase orders ▪ Track deliveries in ERP ▪ Register supplier performance ▪ Generate reports for finance/logistics	2	Link
C09 3	Track supplier KPIs in systems	Skill	Monitor supplier performance through digital platforms. ▪ Record lead times ▪ Analyse delivery compliance ▪ Report issues via ERP dashboards	2	

ID	Name	Type	Description	Level	ESCO
			▪ Share performance metrics with managers		

Soft Skills

ID	Name	Type	Description	Level	ESCO
C129	Solve problems	Skill	Resolve day-to-day purchasing issues. ▪ Identify delivery problems ▪ Contact suppliers to resolve issues ▪ Propose corrective actions ▪ Report persistent issues to procurement	2	Link
C143	Demonstrate attention to detail	Skill	Ensure accuracy in purchase orders and invoices. ▪ Verify quantities and prices ▪ Review supplier confirmations ▪ Identify errors in ERP entries ▪ Monitor invoices and payment terms	2	
C144	Negotiate effectively	Skill	Negotiate with suppliers to optimise purchasing terms. ▪ Negotiate prices and lead times ▪ Apply negotiation tactics for cost savings ▪ Resolve delivery disputes ▪ Build trust with suppliers	3	Link

Transversal Competences

ID	Name	Type	Description	Level	ESCO
C185	Execute purchase orders	Skill	Manage the process of issuing and following up purchase orders. ▪ Create purchase requisitions ▪ Track order confirmations ▪ Monitor delivery status ▪ Report discrepancies to management	2	
C186	Monitor supplier deliveries	Skill	Ensure suppliers meet agreed delivery times and quantities. ▪ Track incoming deliveries ▪ Compare deliveries to purchase orders	2	

ID	Name	Type	Description	Level	ESCO
			▪ Report delays immediately ▪ Update ERP with delivery status		
C18 7	Follow up on invoices and payments	Skill	Track financial transactions related to purchases. ▪ Verify invoices against POs ▪ Report discrepancies to finance ▪ Monitor payment deadlines ▪ Resolve issues with suppliers	2	

Sector Specific

ID	Name	Type	Description	Level	ESCO
C26 1	Apply quality control procedures	Skill	Ensure suppliers meet quality requirements in purchases. ▪ Check documentation for compliance ▪ Monitor incoming inspection reports ▪ Record non-conformities ▪ Inform suppliers about corrective actions	2	
C26 2	Vendor management	Knowledge	Describe methods for monitoring and supporting supplier performance ▪ Explain vendor rating systems ▪ Track supplier compliance ▪ Analyse vendor risks ▪ Support collaboration improvements	2	Link