

## NOC: 1524 Purchasing and Inventory Control Workers

### Sample Titles:

- Inventory Analyst
  - Inventory Clerk
  - Inventory Control Clerk
  - Inventory Planner
  - Procurement Clerk
  - Purchasing Clerk
  - Purchasing Clerk Assistant
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- Take a few minutes and walk me through your resume. Tell me about what you did in each job and why you left.
  - I noticed there is a gap in your experience between <1999 and 2002/January and September 2000/Company X and Company Y>. What were you doing during this period?
  - Tell me about the last work related goal that you set for yourself. Why was this important to you?
  - What steps do you take to ensure quality work?
  - Give me an example of a time when you were required to apply great attention to detail.

### Role Specific <Inventory Clerk>

- How do you know when to replenish materials, equipment and stock?
- What do you look for when determining outdated stock?
- What are some tactics you employ when scheduling deliveries and resolving shortages, missed deliveries, or other problems?
- How do you schedule production, stock replenishment, and inventory adjustments?

### Role Specific <Purchasing Clerk>

- Describe how to calculate cost of orders and charge or forward invoices to appropriate account.
- Tell me about a time when you reviewed a requisition for accuracy and verified equipment or stock was not available. What did you do?
- How do you prepare and maintain purchasing files, reports, and price lists?
- Describe a time when you were dealing with a particularly difficult customer. What was the issue? How did the customer leave satisfied?

- Tell me about a particular situation when you were time-constrained to complete a task, or were given unclear instructions. How did the final product turn out?
- Describe a day at work when you knew that you had more to accomplish than usual. How did you organize your work?
- Tell me about a time when you experienced frustration. What did you do?
- Tell me about a time when you communicated an issue or criticism to a co-worker or supervisor? How did they react?
- How do you build and maintain strong relationships with customers and suppliers?

#### Strengths

- What task or responsibility are you/were you most comfortable in your current/previous job?
- How have your strengths contributed to your success?
- Tell me about a situation that showed off your ability.

#### Areas That Can Be Developed

- Which parts of your current/previous job are/were you least comfortable with? Why? What would increase your comfort level?
- Tell me about a specific time when you've overcome a weakness. Why was this necessary? Who initiated the process?