

## CAREER PROFILES

### Retail and Wholesale Buyers:

**Retail and Wholesale Buyers** buy merchandise for resale by retail or wholesale establishments and are usually responsible for the merchandising operations of retail or wholesale establishments.

### Wage/Salary Information:

\$40,800 is the median annual salary found in local job-postings.

\$18.53/hour is the median wage reported locally.

### Commonly Listed Skills in Job Postings:

- Detail oriented
- Oral and written communication
- Teamwork
- Marketing
- Negotiation
- Microsoft Office
- Organizational skills
- Time management
- Analytical
- Problem solving
- Data entry
- Self-motivated
- Management
- Work independently
- Creativity
- Computer use
- Presentation
- Interpersonal
- Leadership

### Job Duties:

Retail and Wholesale Buyers purchase merchandise for resale by retail or wholesale establishments. Retail and Wholesale Buyers review requirements of establishment and determine quantity and type of merchandise to purchase. They study market reports, trade periodicals, and sales promotion materials and visit trade shows, showrooms, factories, and product design events and interview suppliers and negotiate prices, discounts, credit terms,

and transportation arrangements. Retail and Wholesale Buyers also oversee distribution of merchandise to outlets and maintain adequate stock levels.

### Working Conditions:

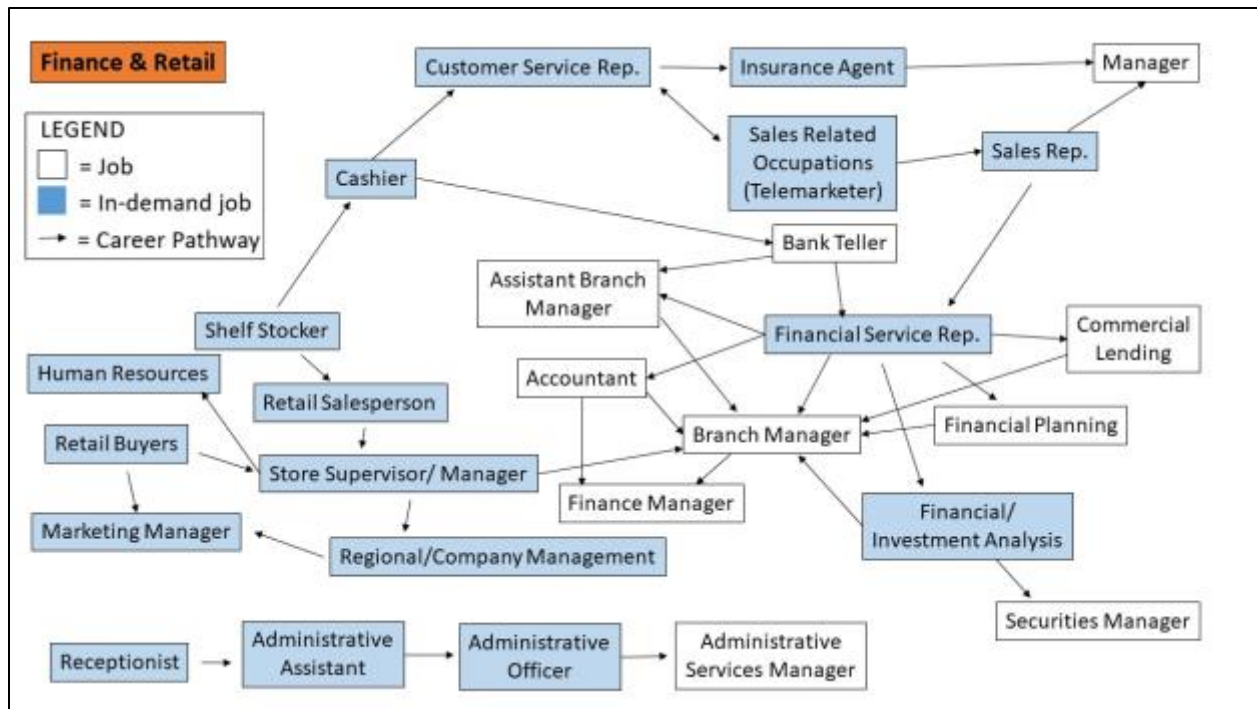
Work takes place in an indoor retail or wholesale setting

### Career Pathways:

Retail and Wholesale Buyers may specialize through experience or product-related training courses. Progression to management positions in retail trade, sales, marketing, or advertising is possible with additional training or experience. Retail and Wholesale Buyers who are supervisors and those who are assistants are included in this group.

Below are potential career pathways for Retail and Wholesale Buyers:

- Appliance Buyer
- Assistant Buyer
- Buyer – Retail
- Buyer – Wholesale
- Chief Buyer
- Clothing Buyer
- Food Buyer
- Merchandiser
- Produce Buyer
- Taster and Buyer, Beverages



### Education and Training Pathways:

If you're interested in becoming a Retail Or Wholesale Buyer, you can acquire training/education locally at any of the following institutions.

#### Canadian College of Health, Science, and Technology:

#### **Business Administration and Project Management**

**Admission/Eligibility Requirements:** Unknown

**Academic Credential:** Business Administration & Project Management Diploma

**Professional Certification:** Opportunity to earn PMP Associate Level Accreditation

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 39 weeks (720 hours)

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 1737 Walker Road, Windsor, N8W 3P2

For more information on this program, please visit:

<http://www.cchst.net/business-administration-and-project-management-program/>

College Boreal:

**Business**

**Admission/Eligibility Requirements:**

- OSSD, ACE certificate, or its equivalent in another province, or adult student status
- 1 French credit: FRA4C, FRA4U, or equivalent
- 1 mathematics credit: MCR3U, MCF3M, MAP4C, MCT4C, or equivalent

**Academic Credential:** Ontario College Diploma

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 4 semesters

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 7515 Forest Glade Drive, Windsor, N8T 3P5

For more information on this program, please visit:

<http://www.collegeboreal.ca/programmes/business/>

St. Clair College:

**Business – Marketing**

**Admission/Eligibility Requirements:** OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program

**Academic Credential:** Two Year - Ontario College Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** full-time

**Program Length:** 2 year

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61

- Year 2: \$3,804.05
- Total: \$7,745.66 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/business\\_marketing/](http://www.stclaircollege.ca/programs/postsec/business_marketing/)

## **Business Administration – Finance**

### **Admission/Eligibility Requirements:**

- OSSD with the majority of courses at the College (C), University (U), University/College (M), or Open (O) level, or;
- Mature Student Status

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 6 semesters

**Program Cycle:** Unknown

### **Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.0
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Unknown

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_finance/](http://www.stclaircollege.ca/programs/postsec/busadmin_finance/)

## **Business Administration – International**

### **Admission/Eligibility Requirements:**

- OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program, or;
- Mature Student Status

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 3 years

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.0
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_international/](http://www.stclaircollege.ca/programs/postsec/busadmin_international/)

## **Business Administration – Marketing**

**Admission/Eligibility Requirements:**

- OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program, or;
- Mature Student Status

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 3 years

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61

- Year 2: \$3,781.05
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_marketing/](http://www.stclaircollege.ca/programs/postsec/busadmin_marketing/)

### **International Business Management**

**Admission/Eligibility Requirements:** Diploma or degree in a relevant field from a recognized college or university OR demonstrated competence through related work

**Academic Credential:** One Year - Ontario College Graduate Certificate

**Professional Certification:** Opportunity to write FITT certification upon completion of program

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 1 year graduate certificate

**Program Cycle:** 3 consecutive semesters

**Program Cost:** \$3,992.93 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/international\\_bus\\_mgmt/](http://www.stclaircollege.ca/programs/postsec/international_bus_mgmt/)

### **triOS College:**

#### **Business Administration**

**Admission/Eligibility Requirements:**

- High School Graduation Diploma or Mature Student Status
- In addition, an entrance assessment must be successfully passed

**Academic Credential:** Business Administration Diploma

**Professional Certification:** Unknown

**Attendance:** In-Person

**Full-time or Part-time:** Full-time

**Program Length:** 34 weeks (850 hours)

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

<http://www.trios.com/career/?Section=DiplomainBusinessAdministration>

[University of Windsor:](#)

**Business Administration**

**Admission Requirements:**

- Mean Admissions Average: 83%
- Minimum Admissions Average: 73% (without co-op and 78% (with co-op) ENG4U and one Grade 12U math with a mark of at least 70%
- For second-year Odette School students: minimum of 75% average (Students must obtain major average of 70%+ and cumulative average of 65%+, and successfully complete three paid work terms to remain in Co-op program) (Only one outstanding grade of lower than 50% is permitted)

**Academic Credential:** Degree - Bachelor of Commerce

**Professional Certification:** Opportunity for Information Systems Concentration and Certificate

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 4 years

**Program Cycle:** Intake for Fall, Winter, Summer

**Program Cost:** \*\$10867.86

**OSAP Eligible:** Yes

**Location:** 401 Sunset Avenue, Windsor, N9B 3P4

For more information on this program, please visit:

<http://odette.uwindsor.ca/programs-available>



## **Business Administration and Computer Science**

### **Admission Requirements:**

- Mean Admissions Average: 83%
- Minimum Admissions Average: 73% (without co-op and 78% (with co-op) ENG4U and one Grade 12U math with a mark of at least 70%
- For second-year Odette School students: minimum of 75% average
- (Students must obtain major average of 70%+ and cumulative average of 65%+, and successfully complete three paid work terms to remain in Co-op program) (Only one outstanding grade of lower than 50% is permitted)

**Academic Credential:** Degree - Bachelor of Commerce

**Professional Certification:** Opportunity to Concentrate and receive Certificate in Marketing, Human Resources Management, Finance, Accounting, and Information Systems

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 4 years

**Program Cycle:** Intake for Fall, Winter, Summer

**Program Cost:** \*\$10867.86

**OSAP Eligible:** Yes

**Location:** 401 Sunset Avenue, Windsor, N9B 3P4

For more information on this program, please visit:

<http://www.uwindsor.ca/studentrecruitment/333/business-administration-honours-and-computer-science-optional-co-op>

## **Business Administration and Economics**

### **Admission Requirements:**

- Mean Admissions Average: 83%
- Minimum Admissions Average: 73% (without co-op and 78% (with co-op) ENG4U and one Grade 12U math with a mark of at least 70%
- For second-year Odette School students: minimum of 75% average
- (Students must obtain major average of 70%+ and cumulative average of 65%+, and successfully complete three paid work terms to remain in Co-op program) (Only one outstanding grade of lower than 50% is permitted)

**Academic Credential:** Degree - Bachelor of Commerce

**Professional Certification:** Opportunity to Concentrate and receive Certificate in Marketing, Human Resources Management, Finance, Accounting, and Information Systems

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 4 years

**Program Cycle:** Intake for Fall, Winter, Summer

**Program Cost:** \*\$10867.86

**OSAP Eligible:** Yes

**Location:** 401 Sunset Avenue, Windsor, N9B 3P4

For more information on this program, please visit:

<http://odette.uwindsor.ca/programs-available>

***Disclaimer:** The educational institution reserves the right to change information without notice, and may result in discrepancies between their information and the information presented above. If any errors are found, please report them to [info@workforcewindsorsex.com](mailto:info@workforcewindsorsex.com).*