

Buyer, Purchasing and Contract Services
University at Buffalo, The State University of New York

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Downloaded On: May. 9, 2024 8:51am

Posted Aug. 18, 2023, set to expire Aug. 4, 2024

Job Title	Buyer, Purchasing and Contract Services
Department	Purchasing and Contract Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 18, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services Fiscal Services Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/44597
Apply By Email	
Job Description	

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The **Purchasing and Contract Services department** at the University at Buffalo is seeking a Staff Assistant – Buyer who would be responsible for handling the purchasing of various commodities and services for the campus community utilizing various funding sources.

The successful candidate should be analytical and have strong communication skills. The selected individual should be highly organized, detail oriented with the ability to multi task and be able to communicate between departments and vendors in a timely fashion, as well as become familiar with the State and RF purchasing guidelines.

In this position, you will perform a variety of purchasing duties to include:

- Purchasing of assigned commodities and services up to \$125,000
- Provide assistance, guidance and training to university staff regarding the clarification of purchasing policies, procedures, practices, state laws and regulations
- Identify potential supplier for campus use; educate new suppliers on how to do business with the university
- Prepare communications as needed via Word and/or PowerPoint to end users
- Analyze data collected as needed to determine how to proceed with purchasing

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- Bachelor's degree with 1 year of experience.
- Basic knowledge of Microsoft Office products and strong written and oral communications.
- Strong written and oral communications

Preferred Qualifications

- Prefer a Bachelor's degree in Business Finance, Operations Management, and Supply Chain Management.
- Knowledge of ERP software experience a plus.
- 3 years of relevant experience.
- Familiarity with Facilities terminology
- MRO (Maintenance Repair & Operations) portfolio management experience.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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