

Office Assistant 2, Department of Periodontics and
Endodontics
University at Buffalo, The State University of New York

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Downloaded On: May. 9, 2024 8:43am

Posted Dec. 20, 2023, set to expire Aug. 4, 2024

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| Job Title | Office Assistant 2, Department of Periodontics and Endodontics |
| Department | Department of Periodontics and Endodontics |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Dec. 20, 2023 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Administrative Support/Services |
| Job Website | https://www.ubjobs.buffalo.edu/postings/47178 |

Apply By Email

Job Description

The [Department of Periodontics and Endodontics](#) at the University at Buffalo, School of Dental Medicine, seeks a capable hardworking individual for the **Office Assistant 2** position who will:

- Serve as principal administrative support for the department, maintaining day to day operations, which includes answering telephones, greeting guests, ordering supplies, maintaining department records, files and financial accounts, processing mail, package shipping/receiving.
- Schedule appointments.
- Provide HR administrative support for all hires including new hires and reappointments.
- Provide department and office administrative support, as necessary, to fellow department office staff, faculty, staff and students, including, but not limited to minutes at faculty meetings.

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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.

Contact Information

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

Contact

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