

Clinical Supply Clerk
University at Buffalo, The State University of New York

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Posted Feb. 8, 2024, set to expire Aug. 4, 2024

Job Title	Clinical Supply Clerk
Department	Clinics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47992

Apply By Email

Job Description

The University at Buffalo [School of Dental Medicine](#) is seeking applicants for a full-time Clinical Supply Clerk. Under the direction of the Procurement & Financial Staff Assistant , the individual in this full-time position is responsible for tasks related to the maintenance and upkeep of inventory of equipment and supplies for the School of Dental Medicine.

- Receive, examine and account for incoming materials (equipment, supplies, etc. using departmental computer inventory system
- Issue and deliver supplies, equipment, parts from stock
- Take physical inventory and maintain perpetual inventory records
- Load, unload and otherwise physically handle equipment and furniture, supplies, etc.

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- Manage and stock student labs
- Keep loading, storage and work areas and equipment free of dust and dirt

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](https://www.buffalo.edu/).

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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