

Office Assistant 2, Facilities Finance  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231612>

Downloaded On: May. 8, 2024 5:06pm

Posted Feb. 28, 2024, set to expire Aug. 4, 2024

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|-----------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>            | Office Assistant 2, Facilities Finance                                                                    |
| <b>Department</b>           | Facilities Finance                                                                                        |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Feb. 28, 2024                                                                                             |
| <b>Application Deadline</b> | Open until filled                                                                                         |
| <b>Position Start Date</b>  | Available immediately                                                                                     |
| <b>Job Categories</b>       | Classified Staff                                                                                          |
| <b>Academic Field(s)</b>    | Fiscal Services<br>Administrative Support/Services                                                        |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/48464">https://www.ubjobs.buffalo.edu/postings/48464</a> |

**Apply By Email**

**Job Description**

[University Facilities](#) is looking for an **Office Assistant 2** to support the purchasing and accounts payable functions within our department. In this role, you will serve as the purchasing liaison between requestors, vendors, stockrooms and Central Procurement.

**Key duties include but are not limited to:**

- Coordinating purchasing activities for Facilities.
- Assisting Central Procurement with obtaining proper documentation to remain in compliance with all procurement policies and procedures.
- Analyze applicable paperwork for correct information.
- Recognize, communicate and follow-up with requestors, approvers and vendors on issues.

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- Reconcile purchasing activity between Maximo and Albany Procurement system (SUNY, EReq).

### **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 [belenefits 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**