

Office Assistant 1 (Stores/Mail)
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=129825>

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Posted Sep. 25, 2019, set to expire Jan. 25, 2020

Job Title	Office Assistant 1 (Stores/Mail)
Department	Campus Mail
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 25, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation Administrative Support/Services
Apply Online Here	http://www.ubjobs.buffalo.edu/postings/21871

Apply By Email

Job Description

Campus Mail is seeking an Office Assistant 1 (Stores/Mail) to perform a variety of mail room duties. In this position, you will:

- Receive and distribute mail and packages
- Process outgoing mail
- Perform clerical and office support work as needed

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 <http://www.buffalo.edu/administrative-services/for-faculty-staff/benefits/state/m-c-prof.html> benefit packages.

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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.

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the <http://buffalo.edu/University at Buffalo>.

Contact Information

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

Contact