

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

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Posted Oct. 10, 2022, set to expire Aug. 4, 2023

Job Title	Office Assistant 1 (Stores/Mail)
Department	Campus Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 10, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

Office Assistant 1 (Stores/Mail) perform inventory, office, and clerical support to meet the requirements of the Stores and Mail Operations Department. Such work may consist of, but is not limited to:

- Receive, pick up, deliver, open, appropriately record, time stamp, sort, and distribute mail, e-mail, or other forms of correspondence or communication, or goods, materials, or stores.
- Maintain files, correspondence, documents, records, materials, and stores pursuant to guidelines.
- Processing Material Orders.
- May operate a motor vehicle to pick up and deliver supplies and equipment.
- Other duties as assigned.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including

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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