

Buyer
University at Buffalo, The State University of New York

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Posted Nov. 4, 2022, set to expire Aug. 4, 2023

Job Title	Buyer
Department	Purchasing and Contract Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 4, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/38659

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Job Description

The [Purchasing and Contracts](#) department within Business Services at the University at Buffalo is seeking a **Purchase Assistant** who will be responsible for handling the purchasing of various commodities and services with a focus on the campus research community, utilizing various funding sources.

In this role you will be responsible for:

- Purchasing of assigned commodities and services
- Provide assistance, guidance and training to university staff regarding the clarification of purchasing policies, procedures, practices, state laws and regulations
- Identify potential suppliers for campus use; educate new suppliers on how to do business with the university
- Prepare communications as needed via Word, email and/or PowerPoint to end users

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- Analyze data collected as needed to determine how to proceed with purchasing

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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact