

Procurement Specialist
University at Buffalo, The State University of New York

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Posted Jan. 13, 2023, set to expire Aug. 4, 2023

Job Title	Procurement Specialist
Department	Industrial & Systems Engineering
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 13, 2023
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/39934
Apply By Email	
Job Description	

Position Summary

The Department of Industrial & Systems Engineering (ISE) in the School of Engineering and Applied Sciences (SEAS) at the University at Buffalo is seeking a **Staff Assistant** who would be responsible for facilitating reimbursements as well as handling the purchasing of various commodities and services for the Department. We are particularly looking for candidates who can operate effectively in a diverse community of faculty and students and share our vision of helping all constituents reach their full potential.

Responsibilities include:

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- Purchase assigned commodities and services.
- Responsible for department supply ordering.
- Follow-up and reconciliation using State, RF, UBF Funds:
- Maintain, update and correct records and files.
- Responsible for audit preparation as requested, for all department funding sources and expenditures.
- Request procurement quotes.
- Contact various internal and external parties to obtain information.
- Identify potential supplier for Department use; working with Central Procurement to expand current supplier listings.
- Collaborate with Department Administrator, chairs and faculty on advancing travel requests.
- Responsible for the reimbursement for faculty/staff
- Reimbursements for non-employee travel for candidates, guest speakers and visiting Scholars.
- Analyze data collected as needed to determine how to proceed with transactions.
- Understand applicable policies, procedures, practices, state laws and regulations to promote culture of compliance and to guide faculty and staff for academic unit transactions.
- Ensure application of uniform processes, procedures, and documentation requirements for academic unit transactions.
- Assist central Procurement with obtaining proper documentation to remain in compliance with all procurement policies and procedures.
- Build and maintain collaborative relationships across a wide stakeholder group.

Outstanding Benefits Package

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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](#).

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.

Minimum Qualifications

- Bachelor's degree and 1 year experience in an office setting
- Highly organized with the ability to multi task.
- Strong computer skills
- Strong interpersonal communication skills, including verbal and written, active listening and critical thinking.
- Ability to communicate clearly and respectfully with diverse populations including faculty, senior leadership and staff.
- Must be able to work independently with minimal direction and exhibit good judgment.

Preferred Qualifications

- Master's degree and 3 years experience in an office setting
- Experience with UB travel, reimbursement and procurement processes and systems such as ShopBlue, Concur, and eReq.

Contact Information



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

Contact

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