

Buyer, Purchasing and Contract Services  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=219873>

Downloaded On: Jul. 17, 2024 5:09pm

Posted Aug. 18, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Buyer, Purchasing and Contract Services
<b>Department</b>	Purchasing and Contract Services
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 18, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Legal Services Fiscal Services Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/44597">https://www.ubjobs.buffalo.edu/postings/44597</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Buyer, Purchasing and Contract Services University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=219873>

Downloaded On: Jul. 17, 2024 5:09pm

Posted Aug. 18, 2023, set to expire Aug. 4, 2024

The **Purchasing and Contract Services department** at the University at Buffalo is seeking a Staff Assistant – Buyer who would be responsible for handling the purchasing of various commodities and services for the campus community utilizing various funding sources.

The successful candidate should be analytical and have strong communication skills. The selected individual should be highly organized, detail oriented with the ability to multi task and be able to communicate between departments and vendors in a timely fashion, as well as become familiar with the State and RF purchasing guidelines.

In this position, you will perform a variety of purchasing duties to include:

- Purchasing of assigned commodities and services up to \$125,000
- Provide assistance, guidance and training to university staff regarding the clarification of purchasing policies, procedures, practices, state laws and regulations
- Identify potential supplier for campus use; educate new suppliers on how to do business with the university
- Prepare communications as needed via Word and/or PowerPoint to end users
- 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](#).

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.

**Buyer, Purchasing and Contract Services**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=219873>

Downloaded On: Jul. 17, 2024 5:09pm

Posted Aug. 18, 2023, set to expire Aug. 4, 2024

**Minimum Qualifications**

- Bachelor's degree with 1 year of experience.
- Basic knowledge of Microsoft Office products and strong written and oral communications.
- Strong written and oral communications

**Preferred Qualifications**

- Prefer a Bachelor's degree in Business Finance, Operations Management, and Supply Chain Management.
- Knowledge of ERP software experience a plus.
- 3 years of relevant experience.
- Familiarity with Facilities terminology
- MRO (Maintenance Repair & Operations) portfolio management experience.

**Contact Information**

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

**Contact**