

Office Assistant 2 (Stores/Mail), Campus Mail
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=220486>

Downloaded On: Jun. 30, 2024 11:28am

Posted Aug. 30, 2023, set to expire Aug. 4, 2024

Job Title	Office Assistant 2 (Stores/Mail), Campus Mail
Department	Campus Mail
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 30, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/44812

Apply By Email

Job Description

The [Campus Mail Department](#) as part of Business Services at the University at Buffalo is seeking an **Office Assistant 2 (Stores/Mail)**. This position is a part of the Campus Mail leadership team and reports to the director of Campus Mail.

In this position you will be responsible for:

- Supervision & Training: Lead Member of Campus Mail Driving staff
- Assist with deliveries and the implementation of work plans, schedules, procures and manuals
- Coordination of Department mailroom services with a focus on Customer Service
- Collaborate with Campus Mail sorting staff to provide a seamless mail delivery experience for customers
- Oversee Campus Mail vehicle inventory and Maintenance



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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.

Contact Information

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

Contact