

Office Assistant 1, Human Resources
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=220853>

Downloaded On: Jul. 16, 2024 8:24am

Posted Sep. 6, 2023, set to expire Aug. 4, 2024

Job Title	Office Assistant 1, Human Resources
Department	Human Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 6, 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/44962

Apply By Email

Job Description

We want you to join our team of Service representatives where you will be welcoming and greeting employees and customers getting in touch with Human Resources both in-person and virtually.

On a daily basis, you can expect to:

- Greet and welcome guests to Townsend Hall
- Answer all incoming calls, address questions and if necessary redirect customers
- Receive letters, packages etc. and distribute them
- Assist with posting outreach
- Assist with data entry tasks
- Prepare on boarding packets for new hires

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.

Contact Information

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

Contact