

Office Assistant 2, Internal Audit
University at Buffalo, The State University of New York

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

Job Title	Office Assistant 2, Internal Audit
Department	Internal Audit
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 18, 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/47112

Apply By Email

Job Description

The [Department of Internal Audit](#) at the University at Buffalo is seeking a full-time **Office Assistant 2** to provide departmental coverage on all aspects of the department and report directly to the Director of Internal Audit. In this position you will be responsible for:

- Provide full administrative support to the Director and staff within the unit
- Serve as the main customer service representative for the office
- Responsible for purchasing supplies for the unit
- Data entry and maintenance of computer databases
- Complete human resources and accounts payable-related tasks

The successful candidate will have advanced computer skills, the ability to think critically to solve problems, and have strong communications skills. It is anticipated you will be able to successfully

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complete tasks independently.

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