

**Clinical Supply Clerk**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=230424>

Downloaded On: Jul. 17, 2024 5:54pm

Posted Feb. 8, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Clinical Supply Clerk
<b>Department</b>	Clinics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 8, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47992">https://www.ubjobs.buffalo.edu/postings/47992</a>
<b>Apply By Email</b>	

**Job Description**

The University at Buffalo [School of Dental Medicine](#) is seeking applicants for a full-time Clinical Supply Clerk. Under the direction of the Procurement & Financial Staff Assistant , the individual in this full-time position is responsible for tasks related to the maintenance and upkeep of inventory of equipment and supplies for the School of Dental Medicine.

- Receive, examine and account for incoming materials (equipment, supplies, etc. using departmental computer inventory system
- Issue and deliver supplies, equipment, parts from stock
- Take physical inventory and maintain perpetual inventory records
- Load, unload and otherwise physically handle equipment and furniture, supplies, etc.

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- Manage and stock student labs
- Keep loading, storage and work areas and equipment free of dust and dirt

### **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**