

Office Assistant 2, Facilities Finance
University at Buffalo, The State University of New York

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Posted Feb. 28, 2024, set to expire Aug. 4, 2024

Job Title	Office Assistant 2, Facilities Finance
Department	Facilities Finance
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48464
Apply By Email	

Job Description

[University Facilities](#) is looking for an **Office Assistant 2** to support the purchasing and accounts payable functions within our department. In this role, you will serve as the purchasing liaison between requestors, vendors, stockrooms and Central Procurement.

Key duties include but are not limited to:

- Coordinating purchasing activities for Facilities.
- Assisting Central Procurement with obtaining proper documentation to remain in compliance with all procurement policies and procedures.
- Analyze applicable paperwork for correct information.
- Recognize, communicate and follow-up with requestors, approvers and vendors on issues.

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- Reconcile purchasing activity between Maximo and Albany Procurement system (SUNY, EReq).

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 [belinefits 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