

Administrative Assistant 1 (NY HELPS)
University at Buffalo, The State University of New York

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Posted May 9, 2024, set to expire Sep. 8, 2024

Job Title	Administrative Assistant 1 (NY HELPS)
Department	The University at Buffalo
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 9, 2024
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/50033

Apply By Email

Job Description

Are you ready to harness your organizational talents and be the driving force behind our department's efficiency and success? Join our team as an **Administrative Assistant 1** and become a fundamental part of our department's success. In this role, you will provide crucial support to the departments at the University at Buffalo, focusing on communication, coordination, and general office support. If you're ready to excel in a diverse environment and play a pivotal role in our operations, we are inviting you to apply

As an Administrative Assistant 1, you will:

- Effectively manage incoming calls, providing necessary information, and directing them to the appropriate parties
- Manage mail, distribute materials, and respond to routine inquiries promptly.
- Maintain scheduling, confirm appointments, and coordinate event logistics.

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- Organize conferences, meetings, and travel arrangements with attention to detail.
- Ensure accurate completion of forms, maintain documentation integrity, and adhere to procedures.
- Assist in document preparation, review work for accuracy, and maintain office standards.
- Supervise clerical staff, oversee project management, and actively contribute to team collaboration and efficiency.

This is part of the **New York Hiring for Emergency Limited Placement Statewide (NY HELPS)** program. The nature and variety of the activities depend on the area in which the Administrative Assistant works.

Additional Information

- Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Learn more about what it looks like to be a part of the [University at Buffalo community](#).
- Begin your career with us through the [NY HELPS](#) program.

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