

**Stores & Mail Operations Supervisor**  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=236077>

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Posted May 14, 2024, set to expire Sep. 13, 2024

<b>Job Title</b>	Stores & Mail Operations Supervisor
<b>Department</b>	Campus Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 14, 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
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/50122">https://www.ubjobs.buffalo.edu/postings/50122</a>

**Apply By Email**

**Job Description**

The University at Buffalo, department of [Campus Operations](#), is seeking a **Stores & Mail Operations Supervisor** to manage daily warehouse operations. Stores and Mail Operations Supervisors are second level supervisors over frontline supervisors and staff in the performance of office support and clerical work, or manual labor, related to storing, receiving, and distributing goods, materials, commodities, or other property.

**Duties Include:**

- Assign and reassign work to subordinate staff and schedule daily work to ensure adequate coverage.
- Schedule work activities to ensure the orderly and timely pickup, processing, delivery and storage of mail and supplies.
- Supervise the receipt of all incoming shipments, identifying the goods received against

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documentation.

- Complete or supervise the completion of various forms and reports to account for and control the inventory of goods.
- Explain discrepancies between actual count and records.
- Plan the layout of storage areas for safety and efficient utilization.
- Review complaints and take appropriate action to resolve them.
- Other duties as assigned.

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

### **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**



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