

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

Direct Link: <https://www.AcademicKeys.com/r?job=241312>

Downloaded On: Jul. 16, 2024 4:58am

Posted Jul. 15, 2024, set to expire Nov. 14, 2024

Job Title	Office Assistant 1 (NY HELPS)
Department	The University at Buffalo
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 15, 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/51588

Apply By Email

Job Description

Step into the role of an **Office Assistant 1** at the [University at Buffalo](#). As the face of our exceptional service team, you'll lead the way in setting up seamless processes, ensuring personalized interactions, and demonstrating computer skills. Join our team and make every customer interaction memorable!

You'd be a great fit if you like:

- Keeping records and calendars
- Retrieving and compiling information
- Performing basic arithmetic calculations
- Mail, supply, and inventory functions
- Creating and assisting in the preparation of reports, documents, charts, graphs, and tables
- Answering telephones, questions, and assisting customers
- Ensuring personalized interactions with a diverse population

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If this sounds like you, we invite you to [apply](#)!

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 position is assigned.

Additional Information:

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

KEYWORDS: Business

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