

Office Manager, Human Resources
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=242349>

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Posted Jul. 30, 2024, set to expire Nov. 29, 2024

Job Title	Office Manager, Human Resources
Department	Human Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/51861

Apply By Email

Job Description

We are seeking a highly organized and efficient **Office Manager** to oversee daily administrative operations and ensure smooth functioning of our office environment.

As the **Office Manager**, you will play a pivotal role in:

- Maintaining office efficiency
- Implementing administrative processes
- Managing the departmental budget
- Fostering a positive work environment for our team

This position requires a detail-oriented individual with excellent communication skills and the ability to multitask effectively.

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Outstanding Benefits Package

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- Build your [career](#) with us.

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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