

Executive Assistant to Directors, Human Resources
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=243100>

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Posted Aug. 14, 2024, set to expire Aug. 4, 2025

Job Title	Executive Assistant to Directors, Human Resources
Department	Human Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/52141

Apply By Email

Job Description

As the **Executive Assistant**, you will play a pivotal role in supporting our executive directors in Employee Relations, Benefits and Work Life Services and Workforce Planning and Recruitment and ensuring the smooth operation of our organization. Your responsibilities will encompass a wide range of tasks, allowing the executive directors to focus on strategic leadership and decision-making.

Primary tasks include:

- Scheduling and Calendar Management
- Communication Handling
- Document Management
- Meeting Support
- Account Reconciliation

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Outstanding Benefits Package

- 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](#).
- 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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