

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

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

Downloaded On: Aug. 31, 2024 10:19pm

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

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

**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**