

Buyer
University at Buffalo, The State University of New York

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Posted Sep. 11, 2024, set to expire Aug. 4, 2025

Job Title	Buyer
Department	Purchasing and Contract Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52677

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Job Description

The department of [Purchasing and Contract Services](#) at the University at Buffalo is seeking a Staff Assistant – Buyer to work as a member of the Technology Buying Team. The Technology Buyer role will support the purchasing needs of the Chief Information Office (CIO), departments, staff, faculty and researchers in alignment with procurement policies, funding sources and in compliance with all Federal, State, Research Foundation (RF), SUNY, and University standards, regulations and policies.

The selected candidate must have strong communication skills for communicating and negotiating with suppliers and internal stakeholders on technology procurements. An organized individual is essential for this role, as this role is responsible for handling multiple purchases simultaneously, utilizing the ShopBlue e-Procurement system. The successful candidate should also be capable of satisfying end-users needs in a professional, effective and timely manner.

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In this position, you will perform a variety of purchasing duties to include but not limited to:

- Purchasing of assigned technology commodities and services
- Ensure all technology purchases have the appropriate pre-purchase approvals in adherence to University Technology and Accessibility policies
- Issuing requests for quotations and competitive bids where applicable
- Collaborate with other UB and SUNY buyers for best practices
- Attend virtual or in-person purchasing or other professional training opportunities
- Communicate with customers and peers through various methods such as virtual meetings, telephone, in-person meetings, and other UB approved tools
- Provide assistance, guidance and training to others regarding purchasing policies, processes, and use of the ShopBlue eProcurement tool
- Identify and educate potential suppliers on doing business with the University
- Utilize reporting tools and various purchasing data to suggest process improvements

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact