

Buyer
University at Buffalo, The State University of New York

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Posted Oct. 10, 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	Oct. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53375
Apply By Email	
Job Description	

Position Summary

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-

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users needs in a professional, effective and timely manner.

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

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

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.

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Minimum Qualifications

- An Associate degree with 2 years procurement experience or a combination of work experience and education.
- Basic knowledge of Microsoft Office Tools such as Outlook, Word, Excel and PowerPoint
- Strong written and oral communications

Preferred Qualifications

- Prefer a Bachelor's degree in Business Finance, Operations Management, and Supply Chain Management.
- 2+ years of relevant experience.
- ERP and/or procurement software experience
- Experience in Information Technology Procurement or related field

Contact Information

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

Contact