

Purchasing Assistant
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	Purchasing Assistant
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/53386

Apply By Email

Job Description

The **Purchasing & Contracts Services** team at the University at Buffalo is seeking an organized person to join our team as a UB **Purchasing Assistant**. In this position you will provide administrative support and work collaboratively with procurement directors and buyers to provide a higher level of service to our campus stakeholders.

In this role, you will be responsible for assisting buyers with:

- Assorted bids and contracts processes
- Processing of purchase requisitions, orders and change orders
- Assist suppliers with required forms and certificates
- Review, establish, and audit eProcurement templates and content libraries as needed.

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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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact