

Clinical Procurement Account Clerk, Clinic Operations
University at Buffalo, The State University of New York

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Posted Oct. 15, 2024, set to expire Aug. 4, 2025

Job Title	Clinical Procurement Account Clerk, Clinic Operations
Department	Clinic Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53451

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Job Description

The [School of Dental Medicine](#) at the University at Buffalo is seeking applications for a **Clinical Procurement Account Clerk**. The clinical procurement account clerk is responsible for Job responsibilities include: -

Purchase, receive and distribute clinical supplies/equipment.

- Keep and prepare detailed reports (for example: purchase, inventory and reconciliation reports).
- Assist students/staff/faculty with clinical supply ordering.
- Tracking and quality control of clinical supplies.
- Maintain, administer and track clinical vendor grants.

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- Coordinate, place and track dental lab supplies/work orders.
- Communicate with vendors regarding orders and accounting matters.
- Organize and assist with training sessions, webinars, workshops, etc., in groups or individually.
- Participate in meetings with students, staff, faculty and vendors.
- Provide feedback on clinical supplies, equipment and lab work orders.
- Performs other tasks assigned by clinical operational leadership as needed. Outstanding Benefits Package.

Outstanding Benefits Package

Working at UBF 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 UBF 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.

Contact Information

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

Contact