

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

Direct Link: <https://www.AcademicKeys.com/r?job=247106>

Downloaded On: Apr. 2, 2025 1:50pm

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

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|-----------------------------|---|
| <b>Job Title</b>            | Clinical Procurement Account Clerk, Clinic Operations   |
| <b>Department</b>           | Clinic Operations   |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Oct. 15, 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>    | Fiscal Services<br>Fiscal Services  |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/53451">https://www.ubjobs.buffalo.edu/postings/53451</a> |

**Apply By Email**

**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**