

**Buyer, Purchasing and Contract Services**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=247973>

Downloaded On: Jul. 21, 2025 11:36am

Posted Oct. 31, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Buyer, Purchasing and Contract Services
<b>Department</b>	Purchasing and Contract Services
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 31, 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
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53774">https://www.ubjobs.buffalo.edu/postings/53774</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The department of [Purchasing and Contract Services](#) at the University at Buffalo is seeking a **Buyer** to work as a member of the Campus Services Buying Team. In this role you will support the purchasing needs of the University 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 procurements. An organized individual is essential for this role, as this role is responsible for handling multiple purchases simultaneously, utilizing the ShopBlue (Jaggaer) eProcurement system.

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

- Purchasing of assigned commodities and services
- Issuing requests for quotations and competitive bids where applicable
- Partnering with senior buyers to generate/monitor expenditure and revenue contracts
- Collaborating with other UB and SUNY buyers for best practices
- Attending virtual and in-person purchasing and professional training opportunities
- Communicating with internal stakeholders, suppliers, and peers through various methods such as virtual meetings, telephone, in-person meetings, and the ShopBlue (Jaggaer) eProcurement system
- Providing assistance, guidance and training to others regarding purchasing policies, processes, and use of the ShopBlue (Jaggaer) eProcurement system
- Identifying and educating potential suppliers on doing business with the University
- Utilizing reporting tools and various data to analyze purchasing activities and 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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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 communication skills

**Preferred Qualifications**

- Prefer a Bachelor's degree in Business Finance, Operations Management, and Supply Chain Management.
- 2+ years of relevant experience.

**Contact Information**

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

**Contact**

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