

Business Operations Coordinator
University at Buffalo, The State University of New York

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Posted Nov. 12, 2024, set to expire Aug. 4, 2025

Job Title	Business Operations Coordinator
Department	School of Pharmacy and Pharmaceutical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/54053
Apply By Email	
Job Description	

Position Summary

Exciting opportunity for a **Business Operations Coordinator** in the [UB School of Pharmacy & Pharmaceutical Sciences \(SPPS\)](#). The Business Operations Coordinator facilitates a variety of multifaceted administrative functions to support the objectives of the Office of Resource Management of the School of Pharmacy & Pharmaceutical Sciences. The successful candidate will actively support many aspects of the SPPS business and operational activities and is crucial to the efficient operation of the office. This position calls for a self-directed professional who exhibits initiative and judgement and affords exposure to a broad range of university business operations providing excellent opportunity for career growth.

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Highlights of position **responsibilities include**, but are not limited to:

- Procurement/Finance: Process revenue and expenditure transactions from initiation to completion. Responsible for monthly account reconciliation and reporting. Monitoring and problem resolution of SPPS accounts and departmental/unit budgets. School procurement liaison for quotes, purchase orders and contracts.
- Personnel: Responsible for preparation and review of personnel transactions including scheduling of recruitment itineraries, appointments, overseeing personnel deadlines and assisting with the completion of cost transfer forms.
- Administrative Support: Attend to a variety of administrative details such as keeping informed of department activities, transmitting information and monitoring day-to-day operations of the office. Schedule meetings as needed for Sr. Assistant Dean, Finance Administration and ensure that office administrative functions are efficiently executed.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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.

Minimum Qualifications

- Bachelor's degree with 1 years of experience working in an office environment supporting administrative operations. An equivalent combination of education and experience may be substituted for the degree.
- Excellent writing and communication skills.
- Expertise in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to manage multiple priorities at the same time.

Preferred Qualifications

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- Experience working in higher education.
- Project management and fiscal management experience is preferred
- Ability to learn new technological systems in an efficient manner.

Contact Information

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

Contact

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