

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

Direct Link: <https://www.AcademicKeys.com/r?job=249303>

Downloaded On: Jul. 19, 2025 7:15am

Posted Nov. 20, 2024, set to expire Aug. 4, 2025

Job Title	Buyer, Purchasing and Contract Services
Department	Purchasing and Contract Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 20, 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/54239
Apply By Email	
Job Description	

Position Summary

The **Purchasing and Contract Services department** at the University at Buffalo is seeking a Staff Assistant – to join an exciting procurement team defined by its values of trust, accountability, collaboration, continuous improvement, customer service and respect. In this role you will support the procurement needs of the University's staff, faculty and research community in compliance with all Federal, State, Research Foundation (RF), SUNY, and University standards, regulations and policies.

To be successful in this position you must have strong communication skills for collaborating and negotiating with suppliers and internal stakeholders. The selected individual will be an organized problem-solver and analytical. In addition, you must be professional, customer centric and technically capable of utilizing an e-Procurement system.

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In this position, you will perform a variety of purchasing duties to include:

- Procurement of assigned commodities and services.
- Issue Requests for Information (RFI) and competitive bids (RFQ, RFP).
- Use an e-procurement system to handle all procure-to-pay duties.
- Provide guidance and training to university staff regarding procurement policies, procedures and use of the eProcurement tool.
- Identify and educate potential suppliers on doing business with the University.
- Review and analyze data to recommend strategic sourcing opportunities and process improvements.
- Attend virtual or in-person procurement, supply chain or other professional training opportunities.

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](#).

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

- 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

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- Strong written and oral communication skills.
- Basic knowledge of Microsoft Office products and strong written and oral communications.
- Strong written and oral communications.

Preferred Qualifications

- Prefer a Bachelor's degree in Business Finance, Operations Management, and Supply Chain Management.
- Knowledge of ERP software experience a plus.
- 3 years of relevant experience.
- Familiarity with Facilities terminology
- MRO (Maintenance Repair & Operations) portfolio management experience.

Contact Information

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

Contact

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