

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

Direct Link: <https://www.AcademicKeys.com/r?job=250897>

Downloaded On: Dec. 25, 2024 8:36pm

Posted Dec. 24, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Clinical Supply Clerk, Clinic Operations
<b>Department</b>	Clinic Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 24, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54927">https://www.ubjobs.buffalo.edu/postings/54927</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The University at Buffalo [School of Dental Medicine](#) is seeking applicants for a full-time **Clinical Supply Clerk**. This position is responsible for tasks related to the inventory of equipment and supplies for the School of Dental Medicine.

**Job responsibilities include:**

- Receive, examine, inventory and distribute clinical supplies/equipment.
- Use and learn the departmental computer inventory system.
- Issue and deliver supplies, equipment, and parts from stock.
- Take physical inventory and maintain perpetual inventory records.
- Load, unload and otherwise physically handle equipment, furniture, supplies, etc. (may require moving as much as 60 pounds)
- Manage and stock, clinical store, clinics and labs.

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- Keep loading, storage, work areas and equipment free of dust, dirt and debris.
- Provide feedback on clinical supplies, equipment and lab orders.
- Performs other tasks assigned by clinical operational leadership as needed.

**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.*

**Contact Information**

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

**Contact**