

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

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

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

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Job Description

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