

**Purchasing Assistant**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=253389>

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Posted Feb. 18, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Purchasing Assistant
<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>	Feb. 18, 2025
<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>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55893">https://www.ubjobs.buffalo.edu/postings/55893</a>

**Apply By Email**

**Job Description**

The [\*\*Purchasing and Contract Services department\*\*](#) at the University at Buffalo is seeking a **Purchasing Assistant**. 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.

The successful candidate must have strong communication skills and be an organized problem-solver and analytical.

Duties for this position include:

- Source-to-Pay Systems and Supplier Maintenance Group (SMG) Support
- Monitor, triage and resolve Procurement system errors daily.
- Perform system administrative functions such as set-up of user profiles/permissions/roles and

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problem resolution

- Review, audit and process all documents and requisitions in accordance with the terms of the procurement office, SUNY, State and Federal guidelines.
- Process Research and State Change orders to include decrease/increase funds or disencumbering balance of accounts.

***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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

**Contact Information**

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

**Contact**

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