

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

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

Job Title	Purchasing Assistant
Department	Purchasing and Contract Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55893

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