

Purchasing Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254903>

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Posted Mar. 26, 2025, set to expire Apr. 14, 2025

Job Title	Purchasing Assistant
Department	Purchasing and Contract Services
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 26, 2025
Application Deadline	04/14/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
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Job Description

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Purchasing Assistant

Position Information

Position Title: Purchasing Assistant

Department: Purchasing and Contract Services

Posting Link: <https://www.ubjobs.buffalo.edu/postings/55885>

Job Type: Full-Time

Posting Detail Information

Purchasing Assistant University at Buffalo

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Position Summary

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 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.

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.

Salary Range

\$45,000 - \$50,000

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Kelly Stich

Contact's Pronouns:

Contact's Title: Administrative Staff Assistant

Contact's Email: stcjh@buffalo.edu

Contact's Phone: 716-645-6074

Posting Dates

Posted: 02/17/2025

Deadline for Applicants: 04/14/2025

Date to be filled:

jeid-c3018c5e88544d47a7f3c46260be0a48

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

Contact

N/A

University at Buffalo

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