

**Stores & Mail Operations Supervisor, Campus Operations
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=260033>

Downloaded On: Jul. 22, 2025 12:00am

Posted Jul. 21, 2025, set to expire Aug. 4, 2025

Job Title	Stores & Mail Operations Supervisor, Campus Operations
Department	Campus Operations
Institution	University at Buffalo Buffalo, New York
Date Posted	Jul. 21, 2025
Application Deadline	07/18/2026
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

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Stores & Mail Operations Supervisor, Campus Operations

Position Information

Position Title: Stores & Mail Operations Supervisor, Campus Operations

Department: Campus Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57816>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The University at Buffalo, [Department of Campus Operations](#), is seeking a **Stores & Mail Operations Supervisor** to manage daily warehouse operations. Stores and Mail Operations Supervisors are second level supervisors over frontline supervisors and staff in the performance of office support and clerical work, or manual labor, related to storing, receiving, and distributing goods, materials, commodities, or other property.

Duties Include:

- Assign and reassign work to subordinate staff and schedule daily work to ensure adequate coverage.
- Schedule work activities to ensure the orderly and timely pickup, processing, delivery and storage of mail and supplies.
- Supervise the receipt of all incoming shipments, identifying the goods received against documentation.
- Complete or supervise the completion of various forms and reports to account for and control the inventory of goods.
- Explain discrepancies between actual count and records.
- Plan the layout of storage areas for safety and efficient utilization.
- Review complaints and take appropriate action to resolve them.
- Other duties as assigned.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB

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is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](https://www.AcademicKeys.com/r?job=260033).

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.

Minimum Qualifications

Promotion: One year of permanent competitive service as an Office Assistant 2 (Stores/Mail).

Transfer Eligibility Requirement: You must have a current permanent appointment with a minimum of 1 year of service in a position of the same title or transferable title.

Reassignment Requirement: You must hold the same title at the University at Buffalo.

Reinstatement Requirement: You must be a former state employee to request reinstatement to the title that was held (or transferable title).

ALL APPLICANTS MUST MEET AT LEAST ONE OF THE ABOVE REQUIREMENTS. ANY APPLICATIONS RECEIVED THAT DO NOT MEET AT LEAST ONE OF THE ABOVE REQUIREMENTS WILL BE CONSIDERED UNQUALIFIED AND WILL BE DISCARDED.

Preferred Qualifications

- Flexible with the ability to thrive in a fast-paced, changing environment.
- Ability to perform task effectively within prescribed time frames.
- Provide outstanding customer service with experience interacting with a broad and diverse population.
- Strong organizational and oral communications skills.
- Computer proficiency in general PC applications, MS Office (Excel, Word, Outlook).
- Ability to use common office and warehouse equipment.
- One year of industry related experience preferred.

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Physical Demands

Due to the nature of our business, individual may need to move packages as part of the sorting process.

Salary Range

\$50,425

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Mike Manfredo

Contact's Pronouns:

Contact's Title: Warehouse Operations Manager

Contact's Email: mmanfred@buffalo.edu

Contact's Phone: 716-645-2364

Posting Dates

Posted: 07/18/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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