

Administrative Assistant 1, Environment, Health and  
Safety  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=226969>

Downloaded On: May. 15, 2024 5:12pm

Posted Dec. 7, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Administrative Assistant 1, Environment, Health and Safety
<b>Department</b>	Environment, Health and Safety
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 7, 2023
<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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46917">https://www.ubjobs.buffalo.edu/postings/46917</a>

**Apply By Email**

**Job Description**

As an **Administrative Assistant 1** you will be responsible for administrative and clerical support to the 29 [Environment, Health & Safety](#) (EH&S) technical staff (all except the EH&S Director) members. Additionally responsible for all administrative and clerical support for the University Senior Emergency Manager. Reports directly to the Environment, Health & Safety (EH&S) Associate Director.

**Specific tasks may include:**

- Provide executive level support for the Senior Emergency Manager. Coordinate and organize administrative activities and direct the flow of information.
- Coordinate information flow by acting as an EHS departmental liaison to customers.
- Answer phones, respond to EH&S inquiries and direct callers to the appropriate technical resource.

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- Monitor the EH&S Customer Service request system, identify issue for follow up, route to appropriate staff for attention. Then monitor to ensure work orders are being completed.
- Effectively utilize the Maximo Business System and Microsoft Office platform (TEAMS, WORD, EXCEL, OUTLOOK, POWERPOINT) to produce communications, letters, reports, charts, graphs , and other documents as needed.
- Generate Maximo purchase requests , submit, receive, and track purchases and deliveries.
- Prepare agendas and meeting minutes for committees to which the Senior Emergency Manager and Senior EHS Staff belong.
- Provide confidential support on issues related to university incidents/accidents and security of hazardous materials.
- Assist with Front Desk reception duties serving University Facilities and the campus community, direct visitors and route incoming mail.
- Create and maintain databases related to EH&S trend tracking and goals.
- Take effective minutes at technical and business committee meetings.
- Complete general human resource and purchasing duties using multiple university systems (Concur, eptf, Shop Blue etc.)
- Utilize desktop publishing software (Microsoft Excel, Word, and PowerPoint) to produce outgoing and interdepartmental memos, letters, reports, databases, charts, graphs and other documents.
- Provide support for internal training programs

### **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.

Visit our [benefits website](#) to learn about our benefit packages.

### **About The University at Buffalo**

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

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.

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**Contact Information**

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

**Contact**

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