

Facility Operations Assistant 2, Campus Mail  
University at Buffalo, The State University of New York

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Downloaded On: May. 16, 2024 6:49am

Posted Jan. 11, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Facility Operations Assistant 2, Campus Mail
<b>Department</b>	Campus Mail
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47491">https://www.ubjobs.buffalo.edu/postings/47491</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The [Campus Mail Department](#) as a part of Business Services at the University at Buffalo is seeking a **Facility Operations Assistant 2**.

In this role you will be responsible for the following:

- Supervise and train staff of Motor Vehicle Operators
- Responsible for the management of routes for each of the drivers and make decisions as schedules change
- Assist MVO's as needed with routes
- Assist with deliveries and the implementation of work plans, schedules procedures and manuals
- Ability to move and transport cartons, mail buckets, containers
- Coordination of Department mailroom services with a focus on Customer Service
- Oversee Campus Mail vehicle inventory and Maintenance of fleet

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- Collaborate with Campus Mail Sorting Staff to provide a seamless mail delivery experience for customers
- 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 our [benefits website](#).

### **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.

### **Contact Information**

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

### **Contact**

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