

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

Direct Link: <https://www.AcademicKeys.com/r?job=231545>

Downloaded On: May. 18, 2024 9:41pm

Posted Feb. 28, 2024, set to expire Aug. 4, 2024

Job Title	Administrative Assistant 1, Environment, Health and Safety
Department	Environment, Health and Safety
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48670

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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