

Purchasing & Logistics Manager, VPSL Finance
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233488>

Downloaded On: May. 9, 2024 11:42am

Posted Mar. 26, 2024, set to expire Aug. 4, 2024

Job Title	Purchasing & Logistics Manager, VPSL Finance
Department	Campus Living Finance
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/49297
Apply By Email	
Job Description	

Position Summary

The [Division of Student Life's](#) Finance team is accepting applications for the **Purchasing & Logistics Manager** position. In this role, you will join a dynamic and high performing team that is dedicated to service excellence, operational efficiency, compliance and fostering a collaborative and transparent approach to conducting university business in a manner that stewards resources judiciously and effectively.

Your responsibilities include:

- Manage the purchasing and logistics operations for Student Life department's Other Than Personal Service (OTPS) regular budgets in excess of \$22.7 million dollars.

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- Develop and analyze pricing, supply data and market conditions to determine best value for the department.
- Serve as subject matter expert regarding NYS laws, university policies and procedures related to purchasing.
- Research, author, process and administer all detailed specifications within bidding processes for service contracts for the housing system.
- Manage all vendor performance as it relates to the quality of their work, the work required and contract guidelines.
- Manage the movement and organization of commodities and services for on time delivery. Create survey tools to verify and improve upon stakeholder satisfaction.
- Establish and manage a system of inventory control and asset management that allows the department to adequately safeguard and account for its inventory and assets through direct supervision of the Inventory Control and Fixed Asset Manager.

The Student Life Finance team is responsible for all facets of business operations including financial planning, reporting, forecasting, analysis, revenue, procurement, travel, asset management, creation and maintenance of policies and procedures, compliance and training.

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 [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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Minimum Qualifications

- Bachelor's Degree.
- A minimum of three years' experience as a Senior Purchasing Associate handling \$5m+ of volume in commodities and services procurement.
- Demonstrated experience with an ERP system. Excellent oral, written and project management skills.

Preferred Qualifications

- Preference will be given to candidates with a bachelor's or master's degree in business, finance, operations management, supply chain management, economics, or related field.

Contact Information

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

Contact

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