

**ANNOUNCEMENT OF
PROFESSIONAL VACANCY**

UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, New York 14203

Applications are invited for consideration for the following position:

Campus: Conventus Budget Title: Administrative Assistant
Department: Administration Descriptive: As Above

Professional Rank and Salary Range: Salary Commensurate with Experience Date to be Filled: ASAP

Brief Description of Duties: Energetic multitasking individual with strong computer skills need to assist in managing multiple email accounts, heavy data management and other supportive functions. Must be proactive, organized, responsive, and have strong follow up skills.

Qualifications: Minimum three to five (3-5) years of administrative experience in a medical/academic setting. Previous experience working with a Chair or relevant and active high-level office preferred. Experience working with physicians in an academic medical environment.

Education: Associate's degree; Bachelor's degree preferred.

Special Notes:

POSTING NO: 07-20

POSTING PERIOD: 12/29/20-Until Filled

Persons interested in the above position should submit a resume along with a letter of application to:

Name: Nydia Rolling
Job Code: ADMIN
Address: UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, NY 14203
Closing Date of Application: Until Filled

UBMD Pediatrics is an Equal Opportunity/Affirmative Action Employer.