

# Supply Assistant

2020-7225

3 months ago

US-NY-New York    **Department** Materials Management (Staff)    **School/Division** College of Dentistry (DN1032)

**Compensation Grade** Local 3882 - 07    **Union** Local 3882 - Union of Clerical, Administrative and Technical Staff (UCATS)    **FT/PT** Full-Time

**Category** Health Services

## Position Summary

Dispense supplies, instruments, disposable materials, and equipment. Maintain inventory and order supplies. Receive orders, check in items, identify discrepancies between supplies ordered versus received. Stock shelves and set up and maintain supply counters, instruments, and procedure trays. Assist with maintenance of physical condition of clinic. Clean dental equipment.

## Qualifications

**Required Education:**  
High School diploma or equivalent.

**Preferred Education:**  
Some relevant training.

**Required Experience:**  
6 months to 1 year of experience in a healthcare environment.

**Preferred Experience:**  
6 months to 1 year of related experience.

**Required Skills, Knowledge and Abilities:**  
Basic knowledge of types of dental instruments. Ability to operate basic office equipment (e.g., personal computer, photocopy/fax machine).

## Additional Information

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at [nyu.edu/sustainability](#).

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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