



ADMINISTRATIVE SPECIALIST – WILLIAMSVILLE, NY

National Fuel is currently seeking an **Administrative Specialist** within our GASS-Gas Measurement department at our office in **Williamsville, New York**. National Fuel is proud to have an inclusive workplace where diversity is valued, hard work is rewarded and promotion from within is supported. We offer exciting career opportunities for talented and ambitious job seekers and encourage you to apply today.

PRIMARY RESPONSIBILITIES:

- Process Orifice meter charts as received from the field and producers – organize, label, log, and scan to Gas Analytical team and data enter into the Gas Measurement system
- Assist with review and daily entry of meter data from outside sources as well as printing and review of monthly meter volume statements
- Process Pipeline Facilities Inspection (PFI) test slips daily as received from the field - organize, label, compare and data enter into the Gas Measurement system
- Assist utilizing PFI system to generate investigation orders and review information
- Generate and distribute bar code labels used for scanning as well as generate, update, and distribute monthly Gas Measurement processing calendar
- Scan all required monthly information into OnBase and maintain documents within record retention guidelines as provide by legal department
- File and maintain monthly meters statements, reports, etc. within record retention guidelines as provide by legal department
- Generate material stock request for local producers (charts, Ink, etc.) and oversee inventory including order office supplies
- Process incoming and outgoing mail for Gas Measurement Department
- Monitor the Gas Measurement Department email inbox and toll-free line including verifying items are addressed timely

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Strong working knowledge of Microsoft office, specifically Excel and Word
- Analytical skills, as well as organization and strong attention to detail
- Ability to multitask in a deadline driven environment
- Ability to work independently

PREFERRED QUALIFICATIONS:

- PeopleSoft experience is desired
- Pipeline Facilities Inspection (PFI) experience is desired

ABOUT NATIONAL FUEL:

National Fuel is a diversified energy company headquartered near Buffalo, NY. Our employees continue to be the most important part of our Company and have made us who we are today. We are dedicated to the communities in which we live and work and have nearly 2,000 employees in Western NY and Northwest PA.

COMPENSATION AND BENEFITS:

This is a position within the Company's collective bargaining unit with a starting hourly rate of pay of **\$22.12**, with an increase to **\$23.57/hour after 6mos**, and **\$25.84/hour after 1 year**.

National Fuel offers a comprehensive benefits package including the following:

- Medical Coverage
- Dental & Vision Coverage
- 401(k) with Company Match
- Company Funded Retirement Savings Account
- Paid Vacation
- Paid Company Holidays
- Paid Sick Time
- Parental Leave for Mothers and Fathers
- Life Insurance
- Flexible Spending Account
- Charitable Giving Programs

HOW TO APPLY:

Any candidate offered a position with National Fuel Gas will be required to successfully complete a pre-employment drug test. For confidential consideration, **please submit your resume and cover letter (preferably in PDF format) by August 25, 2022 to jobs@natfuel.com**. Attachments with a .docm extension will not be accepted.

Please reference position **#22-071NY – Administrative Specialist** in the subject line of your email

National Fuel is a proud equal employment opportunity employer. We believe our differences makes us all better, pushing us to look at things differently while enriching our own personal life experiences. That's why we're committed to building a diverse workforce and an equitable and inclusive work environment.

We celebrate diversity and do not discriminate based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, veteran status, or any other legally protected basis.