



## Engineering Administrative Assistant – Williamsville, NY

National Fuel has an immediate, full-time opening for an **Administrative Assistant** within our engineering department at our main 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:

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- Assisting with preparation of bids and processing of contractor invoices in the Engineering Contractor Administration department.
- Perform a variety of Engineering tasks according to published procedures.

### MINIMUM QUALIFICATIONS:

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- Intermediate to advanced skills in Microsoft Excel and Word
- Intermediate skills in Adobe Acrobat
- Working knowledge of Oracle (PeopleSoft) Projects (or similar software)
- Excellent math skills
- Excellent keyboarding/PC skills
- Excellent organizational & communication skills
- Demonstrated ability to multi-task & work independently with close attention to detail
- Demonstrated ability to discretely handle confidential information
- Experience using map tools

### PREFERRED QUALIFICATIONS:

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- 2-year degree in a business-related field

### ABOUT NATIONAL FUEL:

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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:

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This is a position within the Company's collective bargaining unit with a starting hourly rate of pay of **\$22.12**, an increase to **\$23.57/hr after 6 mos**, and **\$25.27/hr after a 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:

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The successful candidate will be required to pass a DOT mandated drug test, as well as participate in random drug testing. The DOT maintains a list of banned substances which includes medicinal or recreational marijuana.

For confidential consideration, please submit your resume and cover letter (preferably in PDF format) by **August 30, 2022** to [jobs@natfuel.com](mailto:jobs@natfuel.com). **Attachments with a .docm extension will not be accepted.**

Please reference position **#22-061NY – Engineering Administrative Assistant** 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.**