



HUMA RESOURCES ADMINISTRATIVE ASSISTANT – WILLIAMSVILLE, NY

National Fuel is currently seeking a **HR Administrative Assistant** for an outstanding career opportunity in our **Human Resources** department located in Williamsville, NY. 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:

- Provide administrative support with scheduling, filing, scheduling interviews, and documentation under our Employment Team
- Respond to general inquiries from National Fuel's current employees, retirees, and the general public
- Process new hire and new hire benefits information into the HRIS
- Data entry into multiple computer programs/systems/ vendors
- Assist in data entry during benefits open enrollment
- Billing, reconciliations, and reporting
- Must be available to work a Monday – Friday work schedule that will consist of an 8:30 AM – 5:00 PM work shift.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent
- Prior experience in an administrative role
- Excellent interpersonal, verbal, and written communication and customer service skills, time management and organization skills
- Strong attention to detail, the ability to multi-task and proven initiative
- Strong Microsoft Office (Word and Excel) skills
- Proficiency with computers and web-based programs
- Ability to maintain diplomacy and confidentiality when dealing with sensitive matters
- Ability to work well in a deadline driven environment
- Ability to work independently and in a team environment

PREFERRED QUALIFICATIONS:

- Associate degree in Business Administration, Human Resources, or related field
- Prior experience in PeopleSoft HRIS is a plus
- Demonstrated experience handling confidential and sensitive information

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:

The rate of pay for the position will be commensurate with experience.

National Fuel offers a comprehensive benefits package including the following:

- Medical and Prescription Drug Coverage
- Dental Coverage
- Vision Coverage
- 401(k) with Company Match
- Company Funded Retirement Savings Account
- Flexible Work Schedule
- Paid Time Off
- Paid Company Holidays
- Parental Leave for Mothers and Fathers
- Tuition Reimbursement
- Life Insurance
- Long Term Disability 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 **September 6, 2022**, to jobs@natfuel.com. Please reference position #22-072NY in the subject line of your email. Attachments with a .docm extension will not be accepted.

National Fuel
#22-072NY
jobs@natfuel.com

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.