



Purchasing Specialist – Williamsville, NY

National Fuel has an immediate, full-time opening for a **Purchasing Specialist** at our main office 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:

- Assist procurement agents with change orders, queries, data analysis and freight shipments
- Review supplier invoices and prepare them for review and approval, prior to payment processing
- Make, receive, and resolve inquiries from suppliers and/or internal departments
- Complete data entry to help support Company-wide payment processing
- Serve as the administrator for off-site document storage and for document destruction

MINIMUM QUALIFICATIONS:

- Previous work history and job performance, preferably in Purchasing, Accounts Payable, Supply Chain, and/or Business
- Excellent keyboard and data entry skills
- Accuracy and attention to detail, quantitative, and organizational skills a must
- Intermediate to advanced skills in Microsoft Excel and Word
- Excellent communication skills, including courteous e-mail and telephone demeanor, with external suppliers and internal departments
- Ability to multi-task and work independently, and meet multiple deadlines
- Demonstrated ability to discretely handle confidential information

COMPENSATION AND BENEFITS:

This is a position within the Company's collective bargaining unit with an hourly rate of pay of **\$22.12, \$24.10/hr** after 6mos, with an increase to **\$25.84/hr** after 1 year. Also includes a comprehensive benefits package.

HOW TO APPLY:

For a complete position description, requirements, and information on how to apply, please visit our website at: www.nationalfuel.com/careers

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 medical or recreational marijuana.

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.