



## **BUSINESS OFFICE SUPERVISOR – WILLIAMSVILLE, NY**

National Fuel is currently seeking a Business Office Supervisor for an outstanding career opportunity at our **Williamsville, NY** location. As a member of the National Fuel team, you will enjoy an exciting and challenging work environment where top performance is recognized and rewarded.

This position requires a minimum of a Bachelor's degree. A concentration in a business related field is preferred. The successful candidate must possess exceptional customer service, communication, analytical and problem solving skills. The ability to adapt quickly to changing situations and to work independently as well as in a team environment is required. Prior experience in a supervisory/leadership capacity is desirable.

National Fuel is looking for an exceptional candidate with demonstrated leadership and analytical skills. The Business Office Supervisor will have supervisory responsibilities for hourly employees in one of our New York offices. This position is responsible for ensuring compliance with state regulations, service quality performance goals, customer accounting and other back office functions. The typical work schedule for the successful candidate will be 9:00 a.m. – 6:00 p.m. once training is complete.

National Fuel offers a competitive salary and a comprehensive benefits package. If you are interested in starting an exciting and rewarding career with a great company, please email or mail your resume and cover letter to the address listed below making sure to reference **Position #16-047NY – Business Office Supervisor** in your correspondence. Any candidate offered a position with National Fuel will be required to successfully complete a pre-employment drug test. Resumes must be received by our office by **February 8, 2017** to:

**National Fuel**  
**Human Resources**  
**Position #16-047NY**  
**P.O. Box 2081**  
**Erie, PA 16512**  
[jobs@natfuel.com](mailto:jobs@natfuel.com)

Please reference position #16-047NY in the subject line of your email.

**EQUAL OPPORTUNITY EMPLOYER MINORITIES, WOMEN, DISABLED, PROTECTED VETERANS**