HUMAN RESOURCES GENERALIST – WILLIAMSVILLE, NY

National Fuel Gas Company (NYSE: NFG) is a multi-billion dollar diversified energy company with corporate headquarters in Williamsville (Buffalo), New York and division operations in New York, Pennsylvania, Texas and California. The Company holds assets that span nearly every facet of the natural gas industry, including Utility, Pipeline and Storage, Exploration and Production and Energy Marketing. National Fuel’s history dates to the earliest days of the natural gas and oil industry in the United States, and the Company has been responsible for many industry firsts. The Human Resources Generalist will serve as an integral member of the Human Resources team and will have responsibilities including, but not limited to, the following:

- Recruitment of candidates for hourly, supervisory and intern positions (within NY and PA)
  - Preparation of position descriptions
  - Posting/advertising positions through a variety of mediums
  - Reviewing resumes
  - Conducting interviews and coordinating logistics for additional rounds of interviews
  - Obtaining and verifying pre-employment information
  - Conducting new hire orientations
- Execution and expansion of the college recruiting program
- Preparation and documentation of candidate/applicant pool information for compliance purposes
- Planning and coordination of various Human Resources events and programs
- Analysis of the Company’s health and welfare plans and programs and communication with current employees and retirees in response to inquiries

The successful candidate must possess a minimum of a Bachelor’s degree in Business Administration, Human Resources or a related field. A Master of Business Administration degree is preferred. The successful candidate must demonstrate excellent interpersonal, verbal and written communication and customer service skills. The ability to maintain the highest level of confidentiality and effectively manage multiple, competing priorities while maintaining a high degree of attention to detail, accuracy and poise under pressure is critical. Exceptional analytical skills and the ability to present data in a logical and concise matter are required. Proven initiative, motivation and leadership abilities are required. Expert level proficiency in Microsoft Excel is required. Prior experience in a recruitment or benefits administration role is desirable. The HR Generalist position requires frequent travel including recruitment events and activities in the evenings.

National Fuel offers a competitive salary and a comprehensive benefits package. Any candidate offered a position with National Fuel will be required to successfully complete a pre-employment drug test. For confidential consideration, please submit your resume, cover letter and academic transcripts by November 15, 2013 to:

National Fuel
Human Resources
Position # 13-053NY
6363 Main Street
Williamsville, NY 14221
jobs@natfuel.com

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V