



## **ADMINISTRATIVE ASSISTANT (MECHANICAL DEPARTMENT) – WEST SENECA, NY**

National Fuel is currently seeking a **Part Time Administrative Assistant** for an outstanding career opportunity in our Mechanical Department at our **Mineral Springs Servicenter** located in West Seneca, NY. As a member of the National Fuel team, you will enjoy an exciting and challenging work environment where top performance is recognized and rewarded.

### **PRIMARY RESPONSIBILITIES:**

- Secure and maintain current registration for fleet vehicles and equipment
- Secure and maintain current highway tax use permits and stickers
- Analyze and process vendor invoices and allocate to appropriate accounts
- Accumulate and record data/history pertaining to the Company fleet
- Maintain records pertaining to Company capital tools
- Receive and process material requisitions and receiving reports
- Issue photo ID cards

### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent and have experience in administrative functions
- Excellent communication and customer service skills. Demonstrate attention to detail, organizational skills, and multitasking are required
- Proficient in Microsoft Office (Word and Excel)
- Demonstrate a professional and positive attitude, enthusiasm to learn, and must be a team player
- Demonstrate a high level of confidentiality and integrity
- **Candidates must be available to work Monday, Wednesday, and Friday between the hours of 7:30 a.m. – 4:00 p.m.**

### **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. 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.

### **COMPENSATION AND BENEFITS:**

National Fuel offers a competitive salary and benefits package. This is a position within the Company's collective bargaining unit with an hourly rate of pay starting at **\$20.64, after 6 months \$21.99 and after 1 year \$23.58.**

### **HOW TO APPLY:**

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 marijuana, even if prescribed for medicinal purposes. For confidential consideration, please submit your resume and cover letter (preferably in PDF format) by **August 20, 2019** to:

**National Fuel**  
**PT Administrative Assistant - #19-035NY**  
**6363 Main Street**  
**Williamsville, NY 14221**  
**[jobs@natfuel.com](mailto:jobs@natfuel.com)**

Please reference position **#19-035NY – PT Administrative Assistant** in the subject line of your email

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