



SUMMER 2019 HUMAN RESOURCES (BENEFITS) INTERN – WILLIAMSVILLE, NY

National Fuel is currently seeking a Human Resources (Benefits) Intern for an outstanding internship opportunity in our Human Resources department located at our corporate headquarters in Williamsville, NY. As a member of the National Fuel team, you will enjoy an exciting and challenging work environment.

PRIMARY RESPONSIBILITIES:

- Analyze and design a process improvement plan for benefit plan reporting to the federal government
- Work closely with HR Management to learn about the HRIS (Human Resources Information System) structure and reporting requirements
- Evaluate and consolidate benefit plan groups and associated premium equivalents to streamline reporting
- Develop a comprehensive summary to map process efficiencies identified

MINIMUM QUALIFICATIONS:

- Undergraduate student pursuing a degree/concentration in Business Administration
- Minimum GPA of 3.0
- Strong analytical and problem solving skills
- Proficiency with Microsoft Office programs; specifically Excel and Word
- Demonstrated ability to learn additional corporate computer systems
- Exceptional verbal and written communication skills
- Ability to work in a team environment

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.

HOW TO APPLY

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 and cover letter (preferably in PDF format) by

March 18, 2019 to:

National Fuel
Human Resources (Benefits) Intern
6363 Main Street
Williamsville, NY 14221
jobs@natfuel.com

Please reference **Human Resources (Benefits) Intern** in the subject line of your email

EQUAL OPPORTUNITY EMPLOYER MINORITIES, WOMEN, DISABLED, PROTECTED VETERANS