



HR GENERALIST (HRIS/BENEFITS) – BUFFALO, NY

National Fuel is currently seeking an **HR Generalist (HRIS/Benefits focus)** for an outstanding career opportunity in our **Human Resources** department located in Buffalo, NY. National Fuel is proud to have an inclusive workplace where 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:

- Collaborate in defining, planning and execution of HRIS enhancements including system configurations, in partnership with IT, to meet ongoing business needs
- Ensure data is accurately processed and maintained according to organization rules and applicable regulations and conduct audits of system data integrity
- Document system procedures and train on HRIS
- Administer various health and welfare benefits; conduct analysis, partner with vendors, support compliance activities, respond to employee inquiries and coordinate activities surrounding plan changes/election windows
- Support total rewards initiatives; job evaluations, salary benchmarking, market pricing, maintaining compensation structures, and assisting with annual merit and incentive processes
- Participate in various HR projects

MINIMUM QUALIFICATIONS:

- Bachelor's degree with a concentration in Human Resources, Business Administration or a related field
- Exceptional analytical skills and the ability to present data in a logical and concise manner
- Excellent communication, interpersonal, and organizational skills
- Demonstrated aptitude for HRIS/system work
- Advanced Excel skills to include creating formulas and formulaic lookups
- Demonstrated experience executing projects from start to finish
- Strong attention to detail, the ability to multi-task and proven initiative and motivation
- Ability to handle confidential information with discretion
- Understanding of HR laws, regulations, and best practices

PREFERRED QUALIFICATIONS:

- Master of Business Administration degree and/or HR certification
- Prior experience utilizing and/or maintaining an enterprise wide HRIS
- Experience administering employee benefit plans and compensation programs

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.

COMPENSATION AND BENEFITS:

The base salary range for this position is \$62,500 – \$75,000.

This job posting contains a pay range, which represents the range of pay that National Fuel believes, in good faith, at the time of this posting that it might be willing to pay for the posted job. The specific base pay offered to a successful applicant will be based primarily on relevant professional experience. Other components that may be considered include: individual qualifications, licensures, industry specific experience, education and market demands for specialized skills. The pay range is subject to change at any time based on various internal and external factors. Exempt positions will also be eligible for an Annual Cash Bonus Plan.

National Fuel offers a comprehensive benefits package including the following:

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| <ul style="list-style-type: none">• Medical and Prescription Drug Coverage• Dental Coverage• Vision Coverage• 401(k) with Company Match• Company Funded Retirement Savings Account• Flexible Work Schedule• Paid Time Off | <ul style="list-style-type: none">• Paid Company Holidays• Parental Leave for Mothers and Fathers• Tuition Reimbursement• Life Insurance• Long Term Disability Insurance• Flexible Spending Account• Charitable Giving Programs |
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HOW TO APPLY

Any candidate offered a position with National Fuel Gas 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 **February 16, 2026**, to jobs@natfuel.com. Please reference position **#26-015NY** in the subject line of your email.

Attachments with a .docm extension will not be accepted.



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.