



Human Resources Administrator – Buffalo, NY

National Fuel is currently seeking an **HR Administrator** for an outstanding career opportunity in the **Human Resources** department located at our office 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:

- Process new hire information into PeopleSoft HRIS
- Data entry into multiple computer programs/systems
- Day-to-day administrative support with scheduling interviews, filing, documentation etc
- Phone and e-mail interaction in response to inquiries from current employees, retirees, and external vendors
- Other duties and special projects as needed that require strong analytical and customer service skills

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent and proven experience in administrative and/or human resources role
- Exceptional customer service and analytical skills
- Strong organizational skills, accuracy, and attention to detail
- Ability to multi-task and enthusiasm to learn
- Ability to work well in a deadline driven environment
- Strong initiative, professionalism, interpersonal and communications skills
- Ability to work independently and in a team environment
- Unconditional integrity and discretion
- Strong Microsoft Office (Word and Excel) skills
- **Must be available to work a Monday – Friday work schedule that will likely consist of an 8:30 AM – 5:00 PM work shift** (hybrid schedule available after successful completion of training period)

PREFERRED QUALIFICATIONS:

- Associates or Bachelors degree in Business Administration, Human Resources, or related field
- Prior experience in PeopleSoft HRIS

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 hourly rate of pay for this role ranges from **\$26.00 - \$28.00/hour**. National Fuel offers a comprehensive benefits package including the following:

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| • Medical and Prescription Drug Coverage | • Paid Company Holidays |
| • Dental Coverage | • Parental Leave for Mothers and Fathers |
| • Vision Coverage | • Tuition Reimbursement |
| • 401(k) with Company Match | • Life Insurance |
| • Company Funded Retirement Savings Account | • Long Term Disability Insurance |
| • Flexible Work Schedule | • Flexible Spending Account |
| • Paid Time Off | • Charitable Giving Programs |

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 February 1, 2026, to jobs@natfuel.com**. Please reference position “26-011NY – HR Administrator” 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 make 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.