



Operations Business Coordinator – West Seneca, NY

National Fuel is currently seeking an **Operations Business Coordinator** for an outstanding career opportunity in the **Mechanical** department located at our **Mineral Springs Service Center in West Seneca, NY**. 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.

PRIMARY RESPONSIBILITIES:

- Forecast, create, and maintain budgets for Operations.
- Coordinate and communicate with the Company’s Finance department to share accurate and up to date existing and projected spending.
- Interaction with the managers of the supporting departments and an understanding of the timing of the departmental processes.
- Maintain inventory accuracy and analyze supply chain logistics to support efficient operations.
- Interpret and report on key business functions within Operations and make recommendations on areas of improvement.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Finance, Accounting, Business Administration or a related field.
- Excellent qualitative, written, and verbal communication skills.
- Proven ability to prioritize, multi-task, and independently meet deadlines.
- Demonstrated self-motivation and a strong willingness to learn.

PREFERRED QUALIFICATIONS:

- Skilled in visualizing and understanding production and cyclic processes.
- Actively seeks to understand current procedures and contributes forward-thinking ideas for continuous improvement.

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 – \$65,000.

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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| • 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 |
| • Annual variable bonus program | |

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 6, 2026, to jobs@natfuel.com**. Please reference position “26-006NY – Operations Business Coordinator” 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.