



Buyer – Buffalo, NY

National Fuel is currently seeking a **Buyer** for an outstanding career opportunity in the **Purchasing** department located at our West Seneca, NY Service Center. 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:

- Identify and evaluate potential suppliers, negotiate contracts, and establish strong vendor relationships.
- Collaborate with internal stakeholders to understand material requirements and specifications.
- Develop and implement procurement strategies to meet the Company's material needs.
- Monitor market trends and supplier performance to identify opportunities for cost savings and process improvements.
- Conduct price and contract negotiations to secure favorable terms and pricing.
- Ensure compliance with legal, ethical, and regulatory requirements in all procurement activities.
- Manage and maintain accurate records of procurement activities, including contracts, pricing, and supplier information.
- Monitor inventory levels and coordinate with relevant departments to ensure adequate stock levels.
- Resolve any supplier-related issues or disputes in a timely and satisfactory manner.
- Provide excellent customer service to all the Company's suppliers and to all internal departments Purchasing serves.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in supply chain management, procurement, logistics, business administration or related field.
- Excellent quantitative, written, and verbal communication skills.
- Ability to prioritize, multi-task, and independently deliver meaningful results to help advance the Company's goals, including Diversity and Inclusion objectives.

PREFERRED QUALIFICATIONS:

- Experience with purchasing, supplier on-boarding, supplier communications, project management, program development and enhancement preferred.
- Prior experience with PeopleSoft Financials or equivalent ERP system

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 – \$70,000.

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:

- | | |
|---|--|
| • 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 July 31, 2026, to jobs@natfuel.com**. Please reference position “26-043NY – Buyer” 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.