



IT ADMINISTRATIVE SPECIALIST– WILLIAMSVILLE, NY

National Fuel is currently seeking a full-time **IT Administrative Specialist** for an outstanding career opportunity in our **Information Technology Department** located at our corporate office in Williamsville, New York. 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:

The IT Administrative Specialist serves as a key administrative resource supporting departmental operations, financial processes, executive coordination, and office logistics.

Administrative & Financial Support:

- Process and maintain IT purchase orders, invoices, expense reports, and related financial transactions within the PeopleSoft financial system.
- Reconcile IT purchases and invoices to support accurate budget tracking and financial reporting.
- Provide calendar management, meeting coordination, and administrative support for the Managing Director and Chief Information Security Officer.
- Assist with departmental communications, documentation, records management, and general office administration.
- Monitor and replenish office supply inventories while coordinating procurement activities as needed.

Mailroom & Office Operations:

- Receive, sort, and distribute incoming USPS mail for the Main Office location.
- Coordinate the processing, tracking, and distribution of outgoing company mail and shipments.
- Schedule and monitor package deliveries and pickups with vendors including UPS, FedEx, USPS, and other carriers.
- Maintain shipment records, tracking information, and related logistics documentation.
- Monitor inventory levels for office printers and printing supplies and coordinate replenishment activities.
- Serve as a primary point of contact for mailroom operations, shipping coordination, and office logistics support.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required; Associate degree in Business Administration, Accounting, Information Technology, or a related field preferred.
- 3+ years of experience in administrative support, office administration, financial administration, mailroom operations, or a related field.
- Experience processing purchase orders, invoices, expense reports, or other financial transactions.
- Strong organizational and multitasking skills with the ability to manage competing priorities and deadlines.
- Excellent written, verbal, and interpersonal communication skills.
- Demonstrated attention to detail and accuracy.
- Proficiency with Microsoft Office, including Outlook, Word, Excel, and Teams.
- Ability to work independently while maintaining a high level of professionalism and customer service.

PREFERRED QUALIFICATIONS:

- Experience with PeopleSoft or a similar enterprise financial system.
- Previous administrative support experience for executive or senior leadership teams.
- Experience with procurement, inventory management, vendor coordination, or shipping operations.
- Familiarity with corporate mail handling and package tracking processes.
- Experience in a utility, energy, or other corporate business environment.
- Ability to handle sensitive or confidential information with discretion.

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:

This is a position within the Company's collective bargaining unit with an hourly rate of pay starting at **\$25.42, after 6 months \$27.90, and after 1 year \$29.91.**

National Fuel offers a comprehensive benefits package including the following:

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| • Medical and Prescription Drug Coverage | • Paid Sick Time |
| • Dental Coverage | • Parental Leave for Mothers and Fathers |
| • 401(k) with Company Match | • Life Insurance |
| • Company Funded Retirement Savings Account | • Flexible Spending Account |
| • Paid Vacation & Company Holidays | • 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) to jobs@natfuel.com by **September 18, 2026. Attachments with a .docm extension will not be accepted.**

Please reference position **#26-090NY** in the subject line of your email

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.