



**PART-TIME ADMINISTRATIVE ASSISTANT (MECHANICAL DEPARTMENT) – WEST SENECA, NY**

National Fuel is currently seeking a part-time **Mechanical Assistant** for an outstanding career opportunity in our **Mechanical** department at our Mineral Springs Servicenter located in West Seneca, 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:**

- Secure and maintain current registration for fleet vehicles and equipment
- Secure and maintain current highway tax use permits and stickers
- Analyze and process vendor invoices and allocate to appropriate accounts
- Accumulate and record data/history pertaining to the Company fleet
- Maintain records pertaining to Company capital tools
- Receive and process material requisitions and receiving reports
- Issue photo ID cards

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent and have experience in administrative functions
- Excellent communication and customer service skills. Demonstrate attention to detail, organizational skills, and multitasking are required
- Proficient in Microsoft Office (Word and Excel)
- Demonstrate a professional and positive attitude, enthusiasm to learn, and must be a team player
- Demonstrate a high level of confidentiality and integrity
- Candidates must be available to work Monday, Wednesday, and Friday between the hours of 7:30 a.m. – 4:00 p.m.

**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 rate of pay \$24.68/hour**
- **After 6 months \$27.09/hour**
- **After one year \$29.04/hour**

National Fuel offers a comprehensive benefits package including the following:

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| • Medical and Prescription Drug Coverage    | • Paid Sick Time                         |
| • Dental & Vision Coverage                  | • Parental Leave for Mothers and Fathers |
| • 401(k) with Company Match                 | • Tuition Reimbursement                  |
| • Company Funded Retirement Savings Account | • Life Insurance                         |
| • Paid Vacation                             | • Flexible Spending Account              |
| • Paid Company Holidays                     | • Charitable Giving Program              |

**HOW TO APPLY:**

The successful candidate will be required to pass a DOT mandated drug test, as well as participate in random drug testing. DOT maintains a list of banned substances which includes marijuana, even if prescribed for medicinal purposes. For confidential consideration, **please submit your resume and cover letter (preferably in PDF format) by December 19, 2025, to [jobs@natfuel.com](mailto:jobs@natfuel.com). Please reference position “25-074NY – PT Administrative Assistant” 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.