



ADMINISTRATIVE ASSISTANT (LEGAL DEPARTMENT) – WILLIAMSVILLE, NY

National Fuel is currently seeking a **Legal Assistant** for an outstanding career opportunity in our **Legal Department** located at our corporate headquarters in Williamsville, NY. As a member of the National Fuel team, you will enjoy an exciting and challenging work environment where top performance is recognized and rewarded.

PRIMARY RESPONSIBILITIES:

- General administrative support to multiple attorneys including filing, scheduling, copying and document preparation
- Phone and e-mail interaction with employees and vendors
- Data entry into multiple computer programs/systems
- Billing, reconciliations and reporting
- Ordering office supplies
- Preparation and distribution of department correspondence
- Other special projects as needed which require strong analytical and customer service skills

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent and proven experience in an administrative or legal capacity
- Proficiency in Microsoft Excel and Word
- Demonstrated attention to detail, communication and multi-tasking skills
- Exceptional analytical and organizational skills
- Dependability and attention to detail
- Composure, professionalism, and excellent interpersonal skills

PREFERRED QUALIFICATIONS:

- Associate's degree in Business Administration, Legal Studies or a related field

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. 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.

COMPENSATION AND BENEFITS:

The rate of pay for the Legal Assistant is **\$20.00/hour**.

National Fuel offers a comprehensive benefits package including the following:

- Medical and Prescription Drug Coverage
- Dental Coverage
- Vision Coverage
- 401(k) with Company Match
- Company Funded Retirement Savings Account
- Paid Time Off
- Paid Company Holidays
- Parental Leave for Mothers and Fathers
- Tuition Reimbursement
- Life Insurance
- Flexible Spending Account
- 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 **January 20, 2019**.

National Fuel
#18-045NY – Administrative Assistant (Legal Dept)
6363 Main Street
Williamsville, NY 14221
jobs@natfuel.com

Please reference position **#18-045NY** in the subject line of your email

EQUAL OPPORTUNITY EMPLOYER MINORITIES, WOMEN, DISABLED, PROTECTED VETERANS