



## HUMAN RESOURCES GENERALIST (LABOR RELATIONS) – WILLIAMSVILLE, NY

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National Fuel is currently seeking a **Human Resources Generalist with a Labor Relations focus** for an outstanding career opportunity in our Human Resources department located at our Williamsville, NY location. As a member of the National Fuel team, you will enjoy an exciting and challenging work environment where top performance is recognized and rewarded.

The successful candidate will spend varying amounts of time throughout the Company's Operations, Consumer Business and Human Resources functions at the start of employment. The assignments are designed to provide hands on exposure to the core business areas covered by various collective bargaining agreements as well as to allow for training within the benefits and payroll functions of the Human Resources department.

### PRIMARY RESPONSIBILITIES:

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- Management of multi-state (NY and PA) labor relations work
- Day-to-day administration of the Company's collective bargaining agreements
- Interaction with union leadership and management, interpretation of contract language, oversight of contractual wage increases, disciplinary investigation and resolution, and contract negotiation
- Other Human Resources Department work as required, including involvement with the day-to-day administration of the Company's health and welfare plans and programs (including medical, dental, prescription drug and life insurance) that National Fuel offers their employees and retirees
- Frequent travel to Company locations throughout Western NY and Northwestern PA

### MINIMUM QUALIFICATIONS:

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- Bachelor's Degree
- Excellent interpersonal, verbal and written communication skills
- Ability to maintain the highest level of confidentiality
- Ability to effectively manage competing priorities while maintaining a high degree of attention to detail, accuracy and composure
- Proven initiative, motivation, and leadership abilities are required.

### PREFERRED QUALIFICATIONS:

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- Bachelor's degree with concentrations in Business Administration or Labor Relations is preferred

### ABOUT NATIONAL FUEL:

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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:

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The rate of pay for the **Human Resources Generalist** will be commensurate with experience.

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
- Flexible Work Schedule
- Paid Time Off
- Paid Company Holidays
- Parental Leave for Mothers and Fathers
- Tuition Reimbursement
- Life Insurance
- Long Term Disability Insurance
- Flexible Spending Account
- Charitable Giving Programs

### HOW TO APPLY

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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 **October 13, 2017** to:

National Fuel  
#17-049NY  
6363 Main Street  
Williamsville, NY 14221  
[jobs@natfuel.com](mailto:jobs@natfuel.com)

Please reference position #17-049NY in the subject line of your email

**EQUAL OPPORTUNITY EMPLOYER MINORITIES, WOMEN, DISABLED, PROTECTED VETERANS**