



DISPATCHERS – WEST SENECA, NY

National Fuel is currently seeking **Dispatchers (Operations Specialists)** for an outstanding career opportunity in our **Operations Clerical** department at our **Mineral Springs Servicenter** located in **West Seneca, 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:

- Accurately relaying information regarding customer service and emergency situations to employees working in the field using radios or telephones, in a dispatch role
- Responding to customer inquiries via telephone
- General clerical work including data entry, gathering data and creating reports, maintaining various maps and service line records and operation of office equipment
- **Candidates must be available to work a flexible schedule that primarily includes weekends and evenings**
- **The position will also include midnight – 8:00 a.m. shifts**

Due to the 24/7 nature of National Fuel's operations, schedule changes may occur with short notice

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Excellent communication and customer service, attention to detail and organizational skills
- Strong Microsoft Office (Word and Excel) skills

PREFERRED QUALIFICATIONS:

- Experience in a phone center environment and/or dispatch role

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:

This is a position within the Company's collective bargaining unit with an hourly rate of pay of **\$20.19**.

National Fuel offers a comprehensive benefits package including the following:

- Medical and Prescription Drug Coverage
- Dental Coverage
- 401(k) with Company Match
- Company Funded Retirement Savings Account
- Paid Vacation
- Paid Company Holidays
- Paid Sick Time
- 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 **November 8, 2018** to:



#17-056NY
6363 Main Street
Williamsville, NY 14221
email to: jobs@natfuel.com

Please reference position **#17-056NY** in the subject line of your email

EQUAL OPPORTUNITY EMPLOYER MINORITIES, WOMEN, DISABLED, PROTECTED VETERANS