



Procurement Specialist – Brookville, PA

Seneca Resources Corporation, the oil & gas exploration and production subsidiary of National Fuel Gas Company (NYSE: NFG), is currently seeking a Procurement Specialist at its East division office in Brookville, PA.

The Procurement Specialist will serve as an integral member of the team with responsibilities including, but not limited to, the following:

- Support Seneca's East Division Operations by purchasing materials and supplies in accordance with Seneca's Purchasing Policies.
- Solicit bids, perform bid analysis, recommendations, prepare documentation, seek approvals and issue any Purchase Orders.
- For Projects with large scale purchasing needs, meet with operations personnel and define buying/bidding/documentation responsibilities.
- Develop reliable and alternate sources of supply while adhering to Seneca's Code of Conduct.
- Maintain the Preferred Vendor Service Program and cross check vendors for Master Service Contracts.
- Stay apprised of ongoing and upcoming projects, so as to efficiently plan for the Just-In-Time purchase and delivery of equipment and materials.
- Maintain Seneca inventory and any associated purchasing contracts, alliances, consignments, or pricing agreements.
- Sell or dispose of surplus equipment.
- Assist field operations with acquiring services on an as needed, as required basis.

10 years experience in buying, requisitioning, or installing of oilfield equipment is required and a two-year college degree is preferred. The successful candidate must have knowledge and experience working with Microsoft Office applications. Strong organizational and time management skills are required, and the successful candidate must be able to work in a busy, team oriented environment.

Candidates responding to this posting must refer to the job title, Procurement Specialist, or Requisition ID, #10-07PA, in their correspondence. For confidential consideration, please mail your resume, cover letter and employment references by November 30, 2009 to:

**Seneca Resources Corporation
Human Resources
Procurement Specialist
Position #10-07PA
51 Zents Blvd.
Brookville, PA 15825**

Or email resume and cover letter to:

jobs@srcx.com

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