



OFFICE ASSISTANT – BROOKVILLE, PA

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

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

- Reception duties including answering phones/routing calls/greeting visitors
- Process mail – incoming and outgoing including express mail and delivery services
- Order and stock supplies for the office, mail room, break room, etc.
- Maintain office equipment; call for repair when necessary
- Maintain file system – prepare new files and archive old files
- Process and maintain vehicle registrations
- Serve as backup to local administrative staff
- Other duties as assigned

This position requires a minimum of a high school diploma or equivalent with three to five years of experience. The successful candidate must be organized, accurate and able to work independently as well as in a team environment. Strong written and oral communication skills and attention to detail are required.

Candidates responding to this ad must refer to the job title, Office Assistant, in their correspondence. For confidential consideration, please send your resume, cover letter and employment references by March 22, 2010 to jobs@srcx.com or to:

**Seneca Resources Corporation
Human Resources
Office Assistant
Position #10-18PA
51 Zents Blvd
Brookville, PA 15825**

SENECA RESOURCES CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V