

Title: Sr. Scheduler/Cash Trader

Division/Department: Northeast Retail Team: Scheduling/Cash Trading (Wilmington-DE, Houston, or Denver)

Reports to: AL Gallo

Effective date: 07/2026

FLSA status: Exempt

General summary:

Natural Gas Scheduler/Cash Trader in the Appalachian Basin and Mid-Atlantic regions. Manage pipeline nominations, volumetric balances, daily cash trading position, and other related activities on natural gas pipelines including knowledge of pipeline operating conditions and identifying optimization opportunities.

Key responsibilities:

- Nominating and confirming on pipeline EBB's, monitoring daily flow, cuts and imbalances, and reconciling scheduled gas in system to provide data to accounting
- Physical cash (daily) trading to optimize assets and balance NE Retail positions
- Early arrival to gather and analyze crucial measurement data for multiple portfolios prior to trading
- Coordinate pipeline scheduling activities around plant dispatches and pipeline outages with customers, marketing, and plant personnel
- Assist in reconciling scheduled gas in ETRM system to provide data to other departments
- Assist to resolve discrepancies between scheduling and other departments
- Other projects and duties may be assigned

Job criteria:

Education & experience

- Bachelor's Degree
- 4+ years of relevant scheduling/trading experience or relevant industry experience

Knowledge, skills, & abilities

- Skills and abilities to be analytical, accurate, organized and possess a high level of attention to detail
- Ability to maintain confidentiality, meet deadlines and follow defined technical processes is crucial
- Ability to physically perform the essential functions of the job
- Skills and abilities in interpretive, interpersonal, problem-solving, and decision-making
- Skills and abilities in verbal and written communications
- Skills in computer software and use of various specialist applications
- Ability to concentrate on one task for long periods of time
- Willingness to be on-call on weekends and after-hours as needed
- Ability to work independently and as part of a team
- Ability to have a polite, cheerful attitude and great customer service
- Ability to work and meet deadlines
- Ability to balance several conflicting demands
- Strong interpersonal skills to market both internally and externally to clients

Working conditions

While performing the duties of this job, employees are regularly required to sit for extended periods of time, walk and stand; talk both in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Vision abilities include close and distant focus. The noise level in the work environment is usually quiet to moderate. May on occasion be exposed to loud sounds and distracting noise levels. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.