



Human Resources Coordinator

Who We Are

Do you want to join a team that values Service, Collaboration, and Excellence?

Do you want to work with an organization that is lean, green, and customer-focused?

If you answered yes to both questions, check us out!

The Long Island Power Authority (“LIPA”) is a not-for-profit utility with a mission to enable clean, reliable, and affordable electric service for our customers on Long Island and the Rockaways.

We are a team of motivated, engaged and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop and want your experience to make an immediate impact, please apply.

What You’ll Do At LIPA

The dynamic and flexible Human Resources Coordinator will assist in the fulfillment of LIPA’s mission by providing administrative, analytical, and technical support to the human resources function. Supporting the Manager of Human Resources, the Human Resources Coordinator will assist with document preparation, record maintenance, onboarding, timekeeping and payroll preparation and provide administrative support to the function, as necessary.

In addition to these responsibilities, the Human Resources Coordinator will also:

- ❖ Prepare and review various materials using the substantive information provided; this includes researching, drafting and ensuring accuracy of correspondence, memoranda, directives or procedures, presentations and reports
- ❖ Maintain accurate and up-to-date human resource files, records, and documentation
- ❖ Maintain the integrity and confidentiality of human resource files and records
- ❖ Perform periodic reviews of HR files and records to ensure that all required documents are collected and filed appropriately
- ❖ Ensure accuracy of new HRIS system by documenting and processing changes including hires, terminations and benefit transactions
- ❖ Act as a liaison between the organization and external benefits providers and vendors
- ❖ Assist with new hire orientation
- ❖ Execute benefit enrollments, changes, updates and terminations under the supervision of the Manager of Human Resources
- ❖ Execute posting of prepared recruiting materials and schedule interviews, orientations and training sessions
- ❖ Notify all applicants regarding recruiting status

LIPA’s Corporate Values

Service: In all our actions, we serve our customers, community and the environment.
Collaboration: We leverage the abilities of our colleagues and stakeholders to benefit our customers.
Excellence: We build on our successes, celebrate our wins, and learn from our mistakes.

- ❖ Assist with planning and execution of special events
- ❖ Ensure timely and accurate submission of timekeeping records
- ❖ Create, update and maintain a repository of employee forms
- ❖ Develop procedures documenting HR and Administration functions
- ❖ Respond to standard requests for employee records based on established guidelines
- ❖ Answer basic employee questions about human resources regarding human resources policies and offerings
- ❖ Assist implementation of new training, development, and other related initiatives
- ❖ Provide administrative support to the HR department
- ❖ Perform other duties as assigned

What We Want

- ❖ Bachelor's degree in Human Resources or related field
- ❖ 2 to 4 years of Human Resources experience
- ❖ Moderate to solid knowledge of Human Resources laws and best practices
- ❖ Ability to maintain confidentiality of information
- ❖ Proficiency in standard office equipment and programs such as Microsoft Word, Excel and PowerPoint
- ❖ Excellent written and oral communication skills
- ❖ Effective people, decision-making and problem-solving skills
- ❖ Ability to perform work under minimal supervision
- ❖ Meticulous attention to detail
- ❖ Ability to prioritize and meet deadlines

What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefit package includes:

- ❖ Medical insurance
- ❖ Dental and vision insurance at no cost to employee
- ❖ Paid holidays and generous leave time
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

LIPA offers a competitive salary and benefits package commensurate with experience and responsibilities. LIPA is an equal opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at hrjob@lipower.org

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