



## Human Resources Coordinator

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

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

**If yes, please check us out!**

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 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:

- ❖ Hybrid work and flexible hours
- ❖ Medical insurance
- ❖ Dental and vision insurance at no cost to employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ 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

### What We Need

- Bachelor's degree in Human Resources or related field and 1 to 3 years of Human Resources experience with 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

#### 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.

## What You'll Do At LIPA

The Human Resources Coordinator will assist in the fulfillment of LIPA's purpose to enable clean, reliable, and affordable electric service for our customers on Long Island and the Rockaways by providing administrative, analytical, and technical support to the human resources function. Supporting the Senior Manager of Human Resources, the Human Resources Coordinator will assist with recruitment, onboarding, document preparation, record maintenance, timekeeping, payroll preparation, and provide administrative support to the function.

Other Essential Job Functions include:

- Preparing and reviewing various materials using the substantive information provided; this includes researching, drafting and ensuring accuracy of correspondence, memoranda, directives or procedures, presentations and reports.
- Maintaining accurate and up-to-date human resource files, records, and documentation.
- Performing periodic reviews of HR files and records to ensure that all required documents are collected and filed appropriately.
- Processing all Personnel Action Requests which includes preparing and reviewing PARs for accuracy and compliance with LIPA policies and procedures, securing the approval signature, and submitting to Payroll.
- Ensuring accuracy of HRIS system by documenting and processing changes including hires, terminations and benefit transactions.
- Acting as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Executing benefit enrollments, changes, updates and terminations under the supervision of the Senior Manager of Human Resources.
- Executing the posting of prepared recruiting materials, scheduling interviews, onboarding meetings, and training sessions.
- Notifying all applicants regarding recruiting status including "Thank You" e-mails.
- Ensuring timely and accurate submission of timekeeping records.
- Assisting with planning, preparation, and execution of materials and special events such as LIPA Days, monthly staff meetings, benefits enrollment, organization-wide meetings, employee engagement events, holiday parties, and retirement celebrations.
- Creating, updating and maintaining a repository of employee forms.
- Developing procedures documenting HR and Administration functions and updating as necessary.
- Responding to standard requests for employee records based on established guidelines.
- Answering basic employee questions about human resources related policies and offerings.
- Assisting with the employee life cycle including preparing materials and ensuring appropriate setup for employee onboarding and offboarding.
- Preparing and submitting purchase requisitions.
- Performing other duties as assigned.

Salary Range: \$65,000 - \$75,000

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 [2022HRCoordinator@lipower.org](mailto:2022HRCoordinator@lipower.org)

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