



## 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!**

### Who We Are

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.

To find out more about us, please visit our website [www.lipower.org](http://www.lipower.org)

### What We Offer

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

- ❖ Hybrid work and flexible hours
- ❖ Excellent Medical insurance
- ❖ No employee contribution to dental and vision insurance
- ❖ 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
- ❖ Employer-paid Paid Family Leave
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

### What We Need

- ❖ Bachelor's degree in Human Resources or related field
- ❖ 2 to 4 years of Human Resources experience

#### LIPA's Corporate Values

**Service:** Our work is service. Everything we do is for the benefit of our customers.

**Collaboration:** Operate as one LIPA team. Everyone is included.

**Excellence:** One plan, with relentless implementation. Clear performance goals.

- ❖ 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 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. 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

### **Other Essential Job Functions include:**

- 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
- 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 Human Resources Manager
- 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 regarding human resources and LIPA 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

Salary Range: \$ 58,000 to \$70,000

LIPA is an equal-opportunity employer. M/F/D/V

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Senior Advisor for Human Resources and Administration, at [2025HRCoordinator@lipower.org](mailto:2025HRCoordinator@lipower.org)

#### **LIPA's Corporate Values**

**Service:** Our work is service. Everything we do is for the benefit of our customers.

**Collaboration:** Operate as one LIPA team. Everyone is included.

**Excellence:** One plan, with relentless implementation. Clear performance goals.