



Administrative Assistant

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

What We Offer

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

- ❖ Hybrid work options available and flexible hours
- ❖ Excellent health insurance
- ❖ No employee cost for dental and vision insurance
- ❖ Paid holidays and generous paid time off
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account with company contribution
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

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.

What You'll Do At LIPA

The Administrative Assistant assists in fulfilling LIPA's purpose of clean, reliable, and affordable electric service for our customers on Long Island and the Rockaways by providing administrative support to ensure efficient operation of the office, supporting management and staff with a variety of tasks.

This position is responsible for assisting with all administrative functions, including scheduling, filing, copying, and maintaining organization and cleanliness throughout the office, as well as other various tasks, for all employees. Provide primary administrative support to departments outside of the CEO's office. Partner with and act as a backup for requests and responsibilities by the administrative team.

Essential Job Functions include:

General Administrative Duties

- ❖ Perform administrative and staff support duties for the organization; receive and respond to correspondence; receive and direct visitors; maintain contact lists and perform other duties as assigned
- ❖ Cover the front reception desk and telephones when required
- ❖ Provide information by answering questions and requests
- ❖ Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- ❖ Handle sensitive information in a confidential manner
- ❖ Receive, sort, and distribute the mail
- ❖ Provide general support to visitors

Calendars and Scheduling

- ❖ Prepare, schedule, coordinate and organize meetings as required, including scheduling of attendees, conference room reservations, presentation preparation, room preparation, and preparation and distribution of meeting materials and minutes
- ❖ Maintain and coordinate calendars and appointments
- ❖ Coordinate travel calendars, approvals and arrangements

Document Preparation

- ❖ Prepare reports, research and create and presentation materials
- ❖ Assist in the preparation of regularly scheduled reports

Preparing and Maintaining Procedures

- ❖ Maintain computer and manual filing systems
- ❖ Develop and maintain office and administrative procedures
- ❖ Develop and update administrative systems to make them more efficient
- ❖ Performs other duties as assigned

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What We Need:

- ❖ High School Diploma or equivalent
- ❖ Two (2) years of administrative assistant experience to successfully perform the job duties and responsibilities

- ❖ Proficient in MS Office and computer programs such as Microsoft Word, Power Point, Excel, and Outlook
- ❖ Skilled in typing
- ❖ Excellent verbal and written communication skills
- ❖ Meticulous attention to detail and problem-solving skills
- ❖ Strong organization and planning skills
- ❖ Strong interpersonal skills
- ❖ Excellent time management skills and ability to multitask and prioritize
- ❖ Working knowledge of office machinery
- ❖ Ability to maintain confidentiality of information
- ❖ Ability to perform work independently and with others
- ❖ Ability to multi-task, prioritize and meet deadlines
- ❖ Demonstrated ability to provide exceptional customer service
- ❖ Skilled in exercising sound judgement
- ❖ A proven ability to establish credibility and maintain effective working relationships with a broad range of internal and external contacts across all organizational levels

Salary Range:

- ❖ \$54,000 - \$66,000

How You Can Apply:

Interested parties should submit their cover letter and resume to Gary Martens, Director, Human Resources and Administration, at 2026adminassistant@lipower.org

LIPA is an equal opportunity employer.

All people with disabilities are encouraged to apply.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Gary Martens, Director, Human Resources and Administration.

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