



## HUMAN RESOURCES REPRESENTATIVE

The Human Resources and Administration function at Entergy consults with management and employees in the administration of all Human Resources programs, policies and procedures. Provide support in the following areas: Staffing, Salary Administration, Performance Planning & Review, Employee Performance Improvement, Employee Development, Disciplinary Issues, Succession Planning, Compensation (Market Reference Values), Investigative Services, Employee Relations, Legal Compliance, Training, Behavioral Interviewing, EAP, Health & Welfare programs, Employee Terminations.

### PROFILE QUALIFICATIONS:

- Bachelors Degree in Human Resources, Business Administration, Management or related degree with experience in the areas of: Employee Relations, Performance Management, Salary Administration, Employee Development, Compensation, Benefits, etc.
- Proficient in HR IT applications; Word, Excel, PowerPoint, Access, HRIS etc.
- Knows and applies relevant fundamental HR concepts
- Strong analytical ability and originality.

### LOCATIONS:

Louisiana      Arkansas      Vermont      Michigan  
Mississippi      New York      Massachusetts

## ADMINISTRATIVE ASSISTANT

The Administrative Assistant positions within Entergy performs the following functions within all Business Units in the organization.

Responsibilities include but are not limited to:

1. Provide secretarial and administrative support to Business Unit Management:
  - a. Maintain calendar and answer phone
  - b. Schedule meetings, functions, travel and conference calls
  - c. Type/edit general correspondence, presentations and databases
  - d. Track processes and ensure deadlines are met
  - e. Track and report on departmental programs
2. Manage the administrative affairs of the department including filing, ordering supplies, ESTER, EARL, PEARL, PASSPORT, Corporate Purchasing Cards, handling mail and copying
3. Serve as a member of the HR Administrative Support Team (backup support for other administrative team members)
4. Manage special projects as assigned by the management team.

### QUALIFICATIONS

- High School Diploma (Bachelor's Degree or some college preferred)
- Microsoft Office (particularly, Word, Excel, PowerPoint, and Outlook)
- Ability to communicate effectively.
- Ability to work effectively on a team
- Ability to manage multiple priorities
- Excellent organizational skills/ program management

### Quick Facts about Entergy:

Fortune 500 Company

14,000+ Employees

Annual revenues of over \$10 billion

Second largest nuclear generator in US

Owns and operates power plants- 30,000 megawatts of electric generating capacity

Service State Territories: New York, Vermont, Massachusetts, Michigan, Louisiana, Mississippi, Arkansas and Texas

Safety is Entergy's #1 priority

Industry leader & social advocate



To view/apply for all Entergy positions, visit [www.entergy.com/careers](http://www.entergy.com/careers)