



BROOKHAVEN NATIONAL LABORATORY

Administrative Specialist – Executive Assistant to the Chief HR Officer Long Island, NY

BNL Job ID 1620

Organizational Overview

Brookhaven National Laboratory is a multipurpose research institution funded primarily by the U.S. Department of Energy's Office of Science. Located on the center of Long Island, New York, Brookhaven Lab brings world-class facilities and expertise to the most exciting and important questions in basic and applied science—from the birth of our universe to the sustainable energy technology of tomorrow. We operate cutting-edge large-scale facilities for studies in physics, chemistry, biology, medicine, applied science, and a wide range of advanced technologies. The Laboratory's almost 3,000 scientists, engineers, and support staff are joined each year by more than 4,000 visiting researchers from around the world. Our award-winning history, including seven Nobel Prizes, stretches back to 1947, and we continue to unravel mysteries from the nanoscale to the cosmic scale, and everything in between. Brookhaven is operated and managed by Brookhaven Science Associates, which was founded by the Research Foundation for the State University of New York on behalf of Stony Brook University, and Battelle, a nonprofit applied science and technology organization.

Department Overview

The Human Resources Directorate, led by the Associate Lab Director for Human Resources (ALD HR)/Chief Human Resources Officer (CHRO), manages all Human Capital Management functions, programs, and initiatives including, but not limited to, scientific and non-scientific employment, benefits, employee and labor relations, staff development, salaries and awards, employee records, inclusion and diversity, occupational medicine, and guest/user/visitor services.

Position Description

The Executive Assistant to the ALD HR/CHRO is a key member of the Human Resources team, a liaison to the Lab Community, and a professional representative of the HR Directorate at Brookhaven National Laboratory. The incumbent will have diverse, complex, and competing responsibilities in support of the ALD/CHRO and the HR Directorate.

As the first point of contact for the ALD/CHRO office, the incumbent will exercise professionalism, discretion, confidentiality, and prioritization in all responses and communications. Communications will be with a broad range of internal and external contacts, including but not limited to, Dept of Energy (DOE), Brookhaven Site Office (BHSO), Stony Brook University, NYS Government Agencies, Battelle, and other National Labs.

Essential Duties and Responsibilities:

- Independently manage an extremely active calendar of appointments, meetings, and calls, both planned and spontaneous. Respond to circumstances in the absence of the ALD HR/CHRO and interface with senior department and Laboratory leadership on sensitive matters.
- Coordinate group meetings, including developing agendas, presentations, and logistics.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the ALD HR/CHRO, including those of a sensitive and/or confidential nature.
- Communicate directly and/or draft correspondence on behalf of the ALD HR/CHRO, including:
 - Gathering and analyzing data
 - Preparation of reports, memos, letters, presentations, organizational charts, and other relevant documents
 - Preparation of meeting minutes
- Serve as the point of contact for HR departmental procurement, property, and safety programs and initiatives.
- Attend staff, operations, and project-based meetings and assist the ALD HR/CHRO with follow-up communications and actions.
- Assist in the control and management of the HR Directorate's operating budget.
- Independently lead and manage complex administrative and special projects.
- Collaborate with other ALD administrative staff to ensure the transmittal of requests, guidance, or information.
- Work closely with management on sensitive and confidential matters, and organizational activities.
- Manage travel (domestic/international), expenses, and trip/meeting itineraries for the ALD HR/CHRO and direct reports, as needed.
- Provide advice and guidance on policy and operational matters to the ALD HR/CHRO and his direct reports.
- Serve as centralized avenue for and resource to the needs of all HR Directorate staff.
- Provide guidance and mentorship to administrative staff within the Human Resources Directorate.
- Manage the development and preparation of management reporting documents and perform updates to Lab management systems.
- Assist ALD HR/CHRO in Board-related duties including attending and keeping minutes for Risk Committee meetings, preparing documents and presentations.
- Operate independently and consistently exercise a high degree of discretion and judgment as a representative of the Lab with external organizations and sponsors.

Required Knowledge, Skills and Abilities:

- At least twelve (12) years of experience in substantive and relevant administrative, secretarial, and/or office management roles.
- Bachelor's degree or relevant experience on a basis of 2:1 (experience: college) years.
- Excellent time management, multi-tasking, organization, and planning skills (including anticipating and initiating).
- Advanced verbal and written communications. Excellent interpersonal skills; collaborative, team-orientation.
- Solid research, problem analysis, creative problem-solving, judgment and decision-making skills.
- Excellent attention to detail.
- Highly proficient in Microsoft Office Word, Excel, PowerPoint, Outlook, and SharePoint, and in PeopleSoft HR/PeopleSoft Financials or similar Human Resource/Financial Management systems and be agile with emerging technologies.
- Ability to handle deadlines and pressure situations.
- Professional, diplomatic, discreet and confidential manner.

Preferred Knowledge, Skills, and Abilities:

- Experience working in a Human Resources organization.
- Two (2) years at BNL in a similar role executing substantive and relevant administrative, secretarial, clerical, or other responsible work which provides evidence of the particular knowledge, skills, and abilities necessary to perform successfully the duties of the position.

Other Information:

At Brookhaven National Laboratory we believe that a comprehensive employee benefits program is an important and meaningful part of the compensation employees receive. Our benefits program includes, but is not limited to:

- Medical Plans
- Dental Plans
- Vacation
- Holidays
- Life Insurance
- 401(k) Plan
- Retirement Plan
- Paid Parental Leave
- Swimming Pool, Weight Room, Tennis Courts, and many other employee perks and benefits

Brookhaven National Laboratory (BNL) is an equal opportunity employer committed to ensuring that all qualified applicants receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, status as a veteran, disability or any other federal, state or local protected class.

BNL takes affirmative action in support of its policy and to advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

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