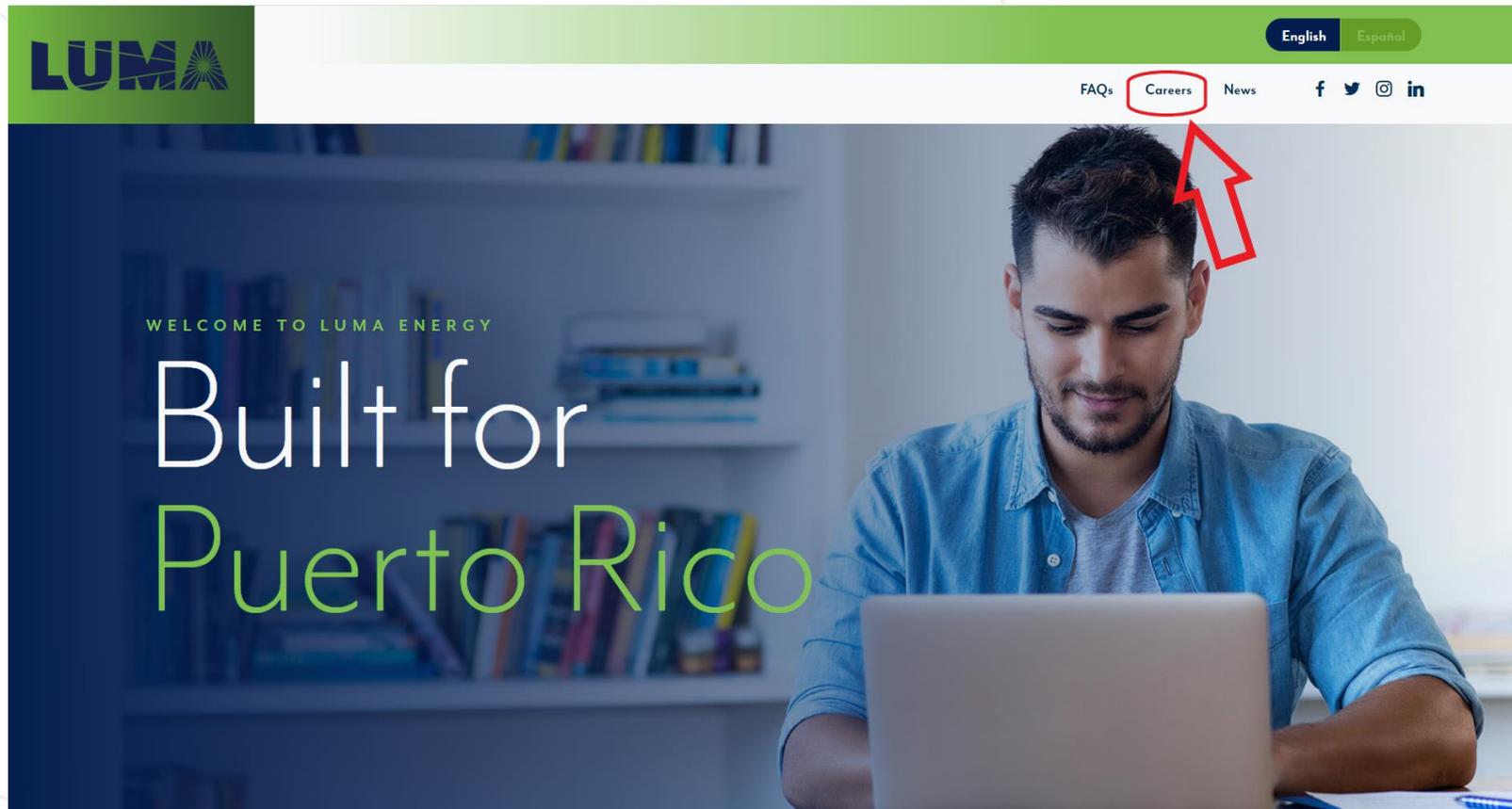


How to Apply

1. Visit <https://lumapr.com/> and select the “Careers” tab to begin the application process.



2. When you are on the Careers page, click the "Apply Now" button.

CAREERS

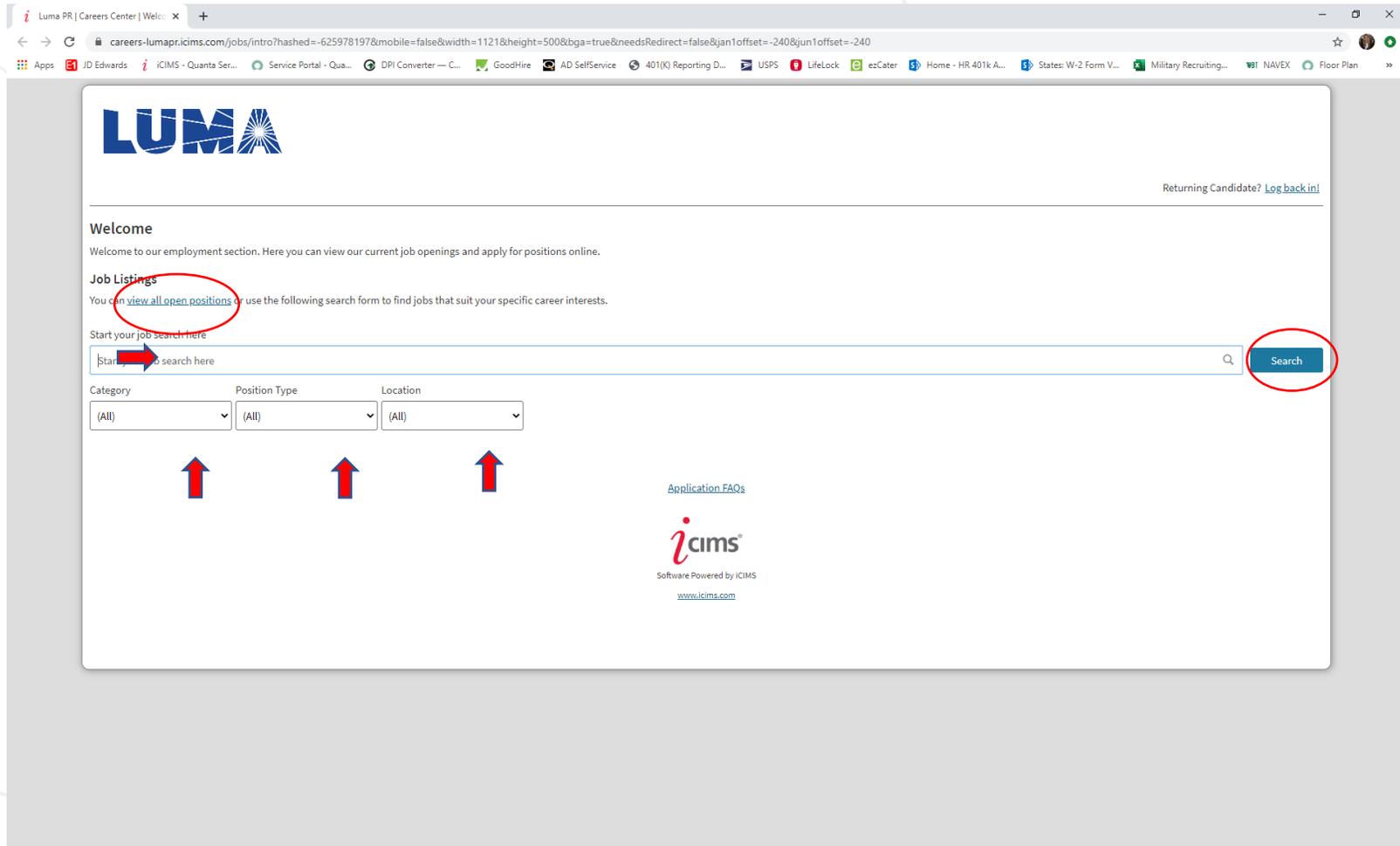
Working Towards a Brighter Future

Puerto Ricans rely on electricity every day. We need it to run our appliances, power the street lights and produce the goods and services that drive our economy on the island.

Our job at LUMA is to provide Puerto Ricans with electricity that you can depend on. If you're looking for a career where you can make a real difference in the lives of your neighbours and your community, LUMA is the place for you. Together we're transforming the island's electric transmission and distribution system, and energizing Puerto Rico.

[Apply Now](#)

- 3. Use the optional search bars below to find jobs that suit your specific career interests, or, you can click on “view all open positions” if you would like to browse through every position available.



4. For this example, we are going to browse through all TEST options available and select the TEST – Administrative Assistant.

The screenshot displays the LUMA Job Listings interface. At the top left is the LUMA logo. Below it, there is a navigation link for the 'Welcome page' and a link for returning candidates to 'Log back in!'. The main heading is 'Job Listings', followed by a brief introduction: 'Here are our current job openings. Please click on the job title for more information, and apply from that page if you are interested.' Below this is a search form with the prompt 'Use this form to perform another job search'. The search input field contains the text 'TEST' and is circled in red. To the right of the input field is a magnifying glass icon and a blue 'Search' button, which is also pointed to by a red arrow. Below the search field are three dropdown menus for 'Category', 'Position Type', and 'Location', all currently set to '(All)'. To the right of these filters is a 'Sort By' dropdown menu set to 'Sort By...'. The search results are displayed on 'Page 1 of 1'. The first result is for 'PR-San Juan' with ID '2020-1174', titled 'TEST Employee Relations Specialist'. The second result is for 'PR-San Juan' with ID '2020-1172', titled 'Test, Director, Total Rewards'. The third result is for 'PR-San Juan' with ID '2020-1167', titled 'TEST-Administrative Assistant', which is circled in red. The fourth result is for 'PR-San Juan' with ID '2020-1165', titled 'Test Benefits Analyst'. The fifth result is for 'PR-San Juan' with ID '2020-1156', titled 'Test, Senior Advisor, Brand'.

5. This will open the job description and give you a better understanding of this position. Next, click on the “Apply to this job online” button to proceed with applying.

LUMA

[Welcome page](#) Returning Candidate? [Log back in!](#)

TEST-Administrative Assistant

PR-San Juan

Category: Administrative/Clerical Type: Regular Full-Time

Overview

Provides direct administrative support to the Human Resources Vice President and Directors. Administers policies and procedures, monitors administrative projects, and maintains schedules, exercising confidentiality, tact and diplomacy.

Responsibilities

- Uses business software applications (e.g. word processing, presentation and spreadsheet) to prepare correspondence, reports, presentations, agendas, minutes, etc.; may prepare responses to routine correspondence and inquires
- Maintains files and records, analyzes data, and may coordinate preparation of reports
- Responsible for the accurate and timely creation of employee files, recordkeeping and department duties
- Handles a wide variety of complex and confidential situations and resolves conflicts involving the clerical and administrative function of the office
- Works collaboratively and coordinates with other Administrative Assistants for planning and implementing Human Resource events and meetings during the year
- Assists HR Leadership with all functions of daily operations, including screening calls, coordinating travel arrangements, and processing expense reports, maintaining calendars and scheduling meetings
- Attends meetings and takes actions to ensure deliverables are met
- Manages invoices and coordinates invoices approvals; works with Accounting for department purchases
- Maintains supplies inventory; anticipates supplies needs; places and expedites supply orders and verifies receipts
- Performs other duties as assigned
- Follow all policies and procedures
- Perform major storm restoration work and associated drills as assigned

Education

- Preferred Associate degree or its equivalent.
- + 3 Years

Experience

Good Communication Skills
Must have computer skills and knowledge of some relevant software
Must possess strong knowledge of clerical and administrative systems and procedures, such as filing and record keeping

2020-1

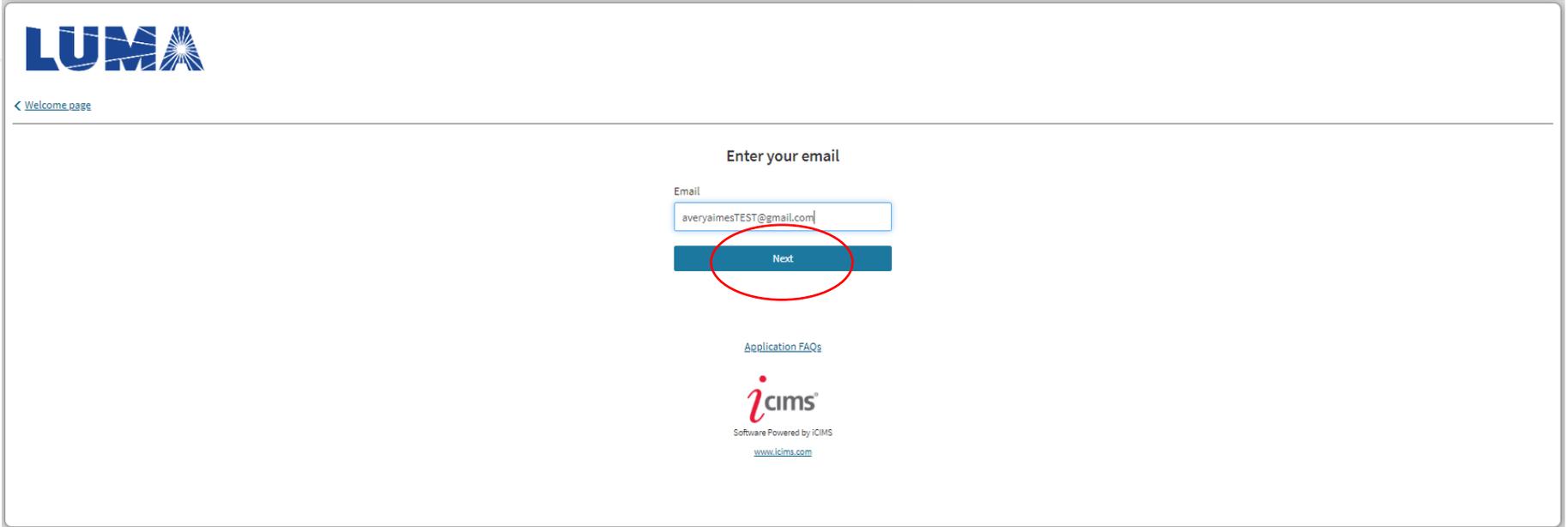
[Apply for this job online](#)

[Email this job to a friend](#)

Share on your newsfeed

[f](#) [in](#) [t](#) [+](#)

6. Enter your email and select "Next".



The screenshot shows the LUMA application registration interface. At the top left is the LUMA logo. Below it is a navigation link for the 'Welcome page'. The main heading is 'Enter your email'. There is an email input field containing the text 'averyaimestEST@gmail.com'. Below the input field is a blue 'Next' button, which is circled in red. At the bottom of the form, there is a link for 'Application FAQs', the iCIMS logo, and the text 'Software Powered by iCIMS' with the website 'www.icims.com'.

- 7. You will then be prompted to create your Candidate Profile. All fields with an asterisk (*) are required to proceed to the next page. You can also upload your resume here. We highly recommend doing so as it will input your information into the required fields for you. See completed page example below.

LUMA

[Welcome page](#) Returning Candidate? [Log back in!](#)

TEST-Administrative Assistant 2020-11-07

PR-San Juan

Candidate Profile

Candidate Profile
Please be sure to fill out all required fields
* indicates a required field.

Connect your account

[f](#) [G](#) [in](#) [WS](#)

Resume

- Provide your resume below to pre-fill your profile. Existing data in the form will be replaced:

Please upload your resume (Max size: 5 MB)

[Sample Resume.docx](#) [Replace Resume](#)

Create a login

Login* Password* Password (Re-enter)*

averyalimesTEST ***** *****

Enter your information

First Name* Middle Name Last Name*

Avery TEST Aimes

Email*

averyalimesTEST@gmail.com

Are you a current PREPA Employee?*

Yes

If you are a current PREPA Employee, please enter your PREPA Employee ID.

55555

Phones (1)*

Type* Number*

Home (123) 345-6789

[Add More \(Phones\)](#)

8. Once filled out, select “Submit Profile” at the bottom of the page.

[Add More \(Phones\)](#)

Addresses (1)*

Type*	Address*	Address 2
Home	123 Street Address	
City*	Zip/Postal Code*	Country*
Houston	77007	United States
State/Province*		
Texas		

[Add More \(Addresses\)](#)

How did you hear about us?* Please specify*

I am a current PREPA employee	Not Applicable
-------------------------------	----------------

By proceeding you agree to iCIMS [Privacy Policy](#).



[Application FAQs](#)



9. Fill out the required fields (*) and click "Submit".

Note: If you would like to finish your application later, you can select "Finish Later" and this will save your progress. You will need your email address and the password that you just created in order to log back into your application.

The screenshot displays the LUMA application interface. At the top left is the LUMA logo. Below it, a navigation bar includes a link to the 'Welcome page' and the user's name 'Avery Aimes' with links to 'Dashboard' and 'Log Out'. The main heading is 'TEST-Administrative Assistant' with the location 'PR-San Juan' and the date '2020-11-07'. A progress bar shows five steps: 1 (completed), 2 (current), 3, 4, and 5. The 'Candidate Questions' section contains three required questions, each with a dropdown menu. The 'Submit' button is highlighted with a red circle.

LUMA

[Welcome page](#) Avery Aimes [Dashboard](#) | [Log Out](#)

TEST-Administrative Assistant
PR-San Juan 2020-11-07

1 2 3 4 5
Candidate Questions

Candidate Questions
Please answer the following questions:
* Required field.

Are you legally authorized to work in the US?*

Yes

Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? (If hired, verification will be required consistent with federal law.)*

No

Are you at least 18 years old? (If no, you may be required to provide authorization to work.)*

Yes

Finish Later **Submit**

[Application FAQs](#)

icims
Software Powered by ICIMS
www.icims.com

10. You will then be prompted to complete Job Specific Questions. Hit "Submit".

The screenshot displays the LUMA application portal interface. At the top left is the LUMA logo. Below it, a navigation bar shows a back arrow and the text 'Welcome page'. On the top right, the user's name 'Avery Aimes' is displayed along with links for 'Dashboard' and 'Log Out', and the date '2020-11-17'. The main heading is 'TEST-Administrative Assistant' with 'PR-San Juan' below it. A progress bar indicates five steps, with the third step, 'Job Specific Questions', currently active. The question section includes three items: 'Are you bilingual?' with a dropdown menu set to 'Yes'; 'Do you have experience in the use of software programs such as Word, Excel and Power Point?' with a dropdown menu set to 'Yes'; and 'How many words per minute can you type?' with a text input field containing '80'. At the bottom of the question section are two buttons: 'Finish Later' and 'Submit', with the 'Submit' button circled in red. Below the buttons is a link for 'Application FAQs' and the iCIMS logo with the text 'Software Powered by iCIMS' and the website 'www.icims.com'.

11. Here is your Employment Application. If you've previously uploaded your resume, then a lot of the work has been done for you. Please carefully read through each section and make sure that it is all filled out. Sections with (*) are required.


Avery-Himes [Dashboard](#) | [Log Out](#)

TEST-Administrative Assistant
PR-Sen-Juan
0000-1187

Save & Return Later Submit

EMPLOYMENT APPLICATION

We are committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the Company. Please inform the Company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

Please provide complete information. An incomplete application may affect your consideration for employment.

PERSONAL

<small>First Name</small> Avery	<small>Middle Name</small> TEST	<small>Last Name</small> Almes
------------------------------------	------------------------------------	-----------------------------------

CURRENT ADDRESS INFORMATION

Type
Home

Current Address Line 1
123 Street Address

Current Address Line 2

City
Houston

State/Province
Texas

Zip
77007

Country
United States

[Show More \(Addresses\)](#)

PHONE NUMBER

Type
Home

Number
(123) 345-6789

Extension

[Show More \(Phones\)](#)

Email Address

Are you legally authorized to work in the U.S.?
 Yes No

Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? (If hired, verification will be required consistent with federal law.)
 Yes No

Are you at least 18 years old? (If no, you may be required to provide authorization to work)
 Yes No

How did you hear about us?

Do you have any relatives employed by this organization?
 Yes No

POSITION INFORMATION

Type of work desired
Full-Time

Date Available to Start
 Start:

PLEASE READ EACH PARAGRAPH CAREFULLY BEFORE SIGNING

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result for illegal drug use before being permitted to commence work with Company. I understand, where permissible under applicable state and local law, I may be subject to a pre-employment general, physical medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Company. I understand, where permissible under applicable state and local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment.

Initials

AA

I hereby certify that the information given by me is true in all respects. I authorize Company and its representatives to contact my prior employers and all others (with the exception of my current employer, only if I have marked "May we contact your present employer" on this application as "No") for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools and other persons named on this application to provide any information of transcripts requested.

Initials

AA

I understand employment with Company is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

If employed, I understand that as a condition of employment that I may be required to agree to and sign a non-solicitation, non-disclosure, and/or other similar agreements. I also agree to notify the organization during the pre-employment process of any non-solicitation, non-disclosure, and/or other similar agreements that I may have already signed with current and former employers.

I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent.

I understand that no representation, whether oral or written, by any representative or agent of Company, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of Company has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by an authorized representative.

I understand that the technical processing and transmission of the application, including my personal information, may involve (a) transmissions over various networks, including the transfer of this information to the United States and/or other countries for storage, processing and use by Company, its affiliates, and their agents; and (b) changes to conform and adapt to technical requirements of connecting networks and devices. Accordingly, I agree to permit such parties to make such transmissions and changes, and hereby provide the necessary consent for the same.

Initials

AA

State Specific Notices

Massachusetts Applicants: IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITIES.

Maryland Applicants: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A POLYGRAPH EXAMINATION OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

I certify that all of the above information is true and complete, and I understand that any falsification or omission of information may disqualify me from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery.

Note: An offer of employment is conditioned upon complying with Company's requirements including, but not limited to, signing a consent to conduct a background investigation.

I AGREE, AND IT IS MY INTENT, TO SIGN THIS EMPLOYMENT APPLICATION BY CHECKING THE "I ACCEPT" BOX BELOW AND BY ELECTRONICALLY SUBMITTING THIS DOCUMENT TO COMPANY, I UNDERSTAND THAT MY SIGNING AND SUBMITTING THIS DOCUMENT IN THIS FASHION IS THE LEGAL EQUIVALENT OF HAVING PLACED MY HANDWRITTEN SIGNATURE ON THE SUBMITTED DOCUMENT.

Signature

By checking the box above you are applying your signature and you agree to this Applicant Statement.

Save & Return Later

Submit

12. Once you've hit "Submit" you are done. Congratulations on applying to LUMA Energy!



[Welcome page](#)

Avery Aimes [Dashboard](#) | [Log Out](#)

TEST-Administrative Assistant

PR-San Juan

2020-1167

Category Administrative/Clerical Type Regular Full-Time

Your application was submitted successfully. Thank you for applying.

You are currently submitted to this job.

Email this job to a friend

Share on your newsfeed



Overview

Provides direct administrative support to the Human Resources Vice President and Directors. Administers policies and procedures, monitors administrative projects, and maintains schedules, exercising confidentiality, tact and diplomacy.

Responsibilities

- Uses business software applications (e.g. word processing, presentation and spreadsheet) to prepare correspondence, reports, presentations, agendas, minutes, etc.; may prepare responses to routine correspondence and inquires
- Maintains files and records, analyzes data, and may coordinate preparation of reports
- Responsible for the accurate and timely creation of employee files, recordkeeping and department duties
- Handles a wide variety of complex and confidential situations and resolves conflicts involving the clerical and administrative function of the office
- Works collaboratively and coordinates with other Administrative Assistants for planning and implementing Human Resource events and meetings during the year
- Assists HR Leadership with all functions of daily operations, including screening calls, coordinating travel arrangements, and processing expense reports, maintaining calendars and scheduling meetings
- Attends meetings and takes actions to ensure deliverables are met
- Manages invoices and coordinates invoices approvals; works with Accounting for department purchases
- Maintains supplies inventory; anticipates supplies needs; places and expedites supply orders and verifies receipts
- Performs other duties as assigned

13. If you would like to view your job submittals, click on the Dashboard button up at the top right next to your name. Here you can manage your profile and easily apply to other jobs using the tabs under General Options.

The screenshot shows the LUMA user dashboard. At the top left is the LUMA logo. At the top right, the user's name 'Avery Ames' is displayed next to a 'Dashboard' link and a 'Log Out' link, both of which are circled in red. Below the header, a 'Welcome to your Dashboard' message is followed by a sub-header 'General Options' which is also circled in red. Under 'General Options', there are four buttons: 'Update Your Profile', 'View Current Job Opportunities', 'Update Screening Questions', and 'Manage Email Subscriptions'. Below this is a 'Past Job Submittals' section with a table. The table has columns for Job ID, Job Title, Status, Last Update, and Actions. One row is visible with Job ID 2020-1167, Job Title TEST-Administrative Assistant, Status Received Submission, Last Update 8/14/2020, and a Withdraw button. At the bottom of the dashboard, there is a link for 'Application FAQs', the iCIMS logo, and the text 'Software Powered by ICIMS' with the website 'www.icims.com'.