



# Homes and Community Renewal

## *Job Opportunities at New York State Homes and Community Renewal*

***Build a career while building a better community. Rewarding careers in Public Service start here!***

### **ADMINISTRATIVE ASSISTANT**

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner James S. Rubin, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

**The Office of Professional Services (OPS)** is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

#### **RESPONSIBILITIES:**

The Administrative Assistant will be responsible with assisting the Vice President of Contracts and Administration with administrative matters relating to procurements and contracts. The Administrative Assistant will also perform a wide range of tasks including, but not limited to: performing general research; creating reports; maintaining electronic records and assisting with providing support to the unit.

#### **QUALIFICATIONS:**

- Bachelor's degree as well as relevant academic training or transferrable skills.
- Minimum of two to three years of related experience.
- Strong organizational and analytical skills.
- Excellent written and oral communication skills.
- Reliability in assuming and carrying out the commitments and obligations of the position.



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- Must be able to multi-task and prioritize workload; ability to meet schedules and adapt to changes.
- Ability to establish effective working relationships with staff and outside contacts.
- Proficient in Word, Excel, Power Point and other computer skills.
- Ability to work under pressure.
- Willingness to assist supervisor and other staff accomplish goals, to be responsive to the department and the Agencies' needs.
- Willingness and ability to accept additional responsibility and to acquire additional expertise through training, experience and education.
- Good attendance and punctuality.

This job description is not intended to be all-inclusive. Employee will be expected to perform other reasonably related duties as assigned.

#### **What we offer:**

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume and cover letter to:** [Jobopportunities@nyshcr.org](mailto:Jobopportunities@nyshcr.org)

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