



## 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!***

### **Human Resources 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, Legal Affairs, 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.

#### **Job Summary**

At the direction of the Vice President/Director of Human Resources, and to serve as back-up to the HR specialist responsibilities include, but are not limited to:

- Assist in all aspects of Human Resources administrative work;
- Handle confidential information;
- Prepare OTPS forms, filing, copying and scanning;
- Maintain and prepare all travel arrangements and expenses for the Human Resources staff;
- Order supplies for the unit;
- Prepare Excel spreadsheets as needed;
- Maintain and schedule appointments for Human Resources Staff;
- Maintain the HR Conference Room and files in storage;
- Proof read reports prepared by unit;



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- Research information for reporting purposes;
- Handle incoming calls;
- Post job descriptions in-house and on job websites;
- Manage job opportunities and sourcing spreadsheet for incoming resumes and job postings;
- Schedule job interviews and coordinate with hiring managers;
- Accountable for resume distribution to hiring managers;
- Assist in HR Audits and monthly reporting;
- Answer inquires for employment verifications, job openings, etc.,;
- Compiling maintaining and updating employee personnel files, and updating the HRIS accordingly;
- Maintenance of orientation binders;
- Performing related work.
- Researching, compiling and assisting in the preparation of reports and other documents for executive, managerial and supervisory staff;

#### **QUALIFICATIONS:**

- High School diploma, with some college preferred; alternatively, equivalent work experience in lieu of education requirement;
- Ability to work under pressure;
- Ability to work effectively with staff;
- Excellent organizational skills and communication skills;
- Excellent word processing skills;
- Two years Personnel/Human Resources related work a plus;
- Excellent interpersonal skills;
- Confidentiality a must.

This job description is not intended to be all inclusive, and employee will also perform reasonable related business 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)

New York State is an Equal Opportunity Employer (EOE)