



ANDREW M. CUOMO  
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COMMISSIONER/CEO

NEW YORK STATE  
DIVISION OF HOUSING  
& COMMUNITY  
RENEWAL

HOUSING  
TRUST FUND  
CORPORATION

STATE OF  
NEW YORK MORTGAGE  
AGENCY

NEW YORK STATE  
HOUSING FINANCE  
AGENCY

NEW YORK STATE  
AFFORDABLE HOUSING  
CORPORATION

STATE OF  
NEW YORK MUNICIPAL  
BOND BANK AGENCY

TOBACCO SETTLEMENT  
FINANCING  
CORPORATION

## JOB DESCRIPTION

**Job Title:** Jr. HR Specialist (HFA/AHC/SONYMA)  
**Location:** Human Resources  
**Reports to:** Assistant Vice President & Deputy Director of HR  
**Band:** MC

### **Responsibilities:**

Provide administrative support for the Assistant Vice President & Deputy Director of HR, and serve as a back-up to the HR Specialist.

### **Responsibilities:**

- Assist in all aspect of Human Resources administrative work;
- Handle confidential information;
- Prepare OTPS forms, filing, copying and scanning;
- Order supplies for the unit;
- Prepare Excel spreadsheets as needed;
- Proof read reports prepared by the unit;
- Process unemployment insurance invoices
- Research information for reporting purposes;
- Handle incoming calls;
- Schedule job interviews;
- Assist in HR Audits;
- Answer inquiries for employment verifications, job opening and others;
- Assist with the Diversity Internship Program and other internships;
- Performing related work

### **Qualifications:**

- High school diploma; some college is a plus;
- Administrative experience;
- Ability to work effectively with staff of all levels;
- Ability to work under pressure;
- Competent inter-personal and computer skills
- Familiarity with Excel is a plus;
- Confidentiality is a **must**

This job description is not intended to be inclusive and the person in this position can expect to perform other reasonably related duties as assigned. **Competitive salary, excellent benefits and a challenging work environment. Interested applicants should send cover letter and resume to: [mlberrios@nyshcr.org](mailto:mlberrios@nyshcr.org) – EOE, M/F/D/V**

