



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!

RECORDS AND PROJECT 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 RuthAnne Visnaukas, **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.

DUTIES AND RESPONSIBILITIES

- Responsible for locating and retrieving records for personnel
- Maintain/update/organize files and data within agency databases
- Perform administrative tasks such as vendor coordination, scheduling meetings, and reception coverage when needed
- Keeping track of and reporting on project progress
- Assist employees with ImageSilo Electronic Content Management System
- Provide back up for SAP/Prolink integration
- Researching information as required
- Completing any tasks assigned by the VP in an efficient and timely manner

QUALIFICATIONS

- Thorough knowledge of office and administrative policies and procedures;
- Knowledgeable of Records digital Conversion policies and procedures;
- Excellent analytical, problem solving and decision-making skills with the ability to meet deadlines and handle tasks concurrently;
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- Attention to detail and high level of accuracy;
- Computer skills including spreadsheet, word-processing programs, and e-mail at a highly proficient level;
- Ability to perform light physical labor as needed; and
- Bachelor's Degree preferred, with 2 years' related office services experience or 4 years related office services experience;
- Extremely well-versed of Microsoft Office Excel/Google Docs/Sharepoint;
- Proven experience working independently and with others toward the successful completion of projects;
- Able to work independently and as part of a team
- This job description is not intended to be all inclusive, and employee will also perform reasonable related business duties as assigned.

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)