



# 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 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 Kathy Hochul and Commissioner RuthAnne Visnauskas, **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, and vision coverage, 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.

#### **Job Duties:**

- Support the human resources department by handling confidential information.
- Assist with setting up interviews utilizing Microsoft Teams or WebEx
- Create orientation binders *and* ensure that documents/binders are up to date
- Create CASO filing documents for employee paperwork as needed
- Create Personal History Files for new hires
- Assist in posting positions on ADP and the agency's website
- Send resumes to Human Resources specialists from shared mailboxes and job posting sites; monitor and manage the shared job mailboxes
- Request SLMS accounts for new hires
- Enter helpdesk tickets for HR staff as needed
- File documents in employee Personal History Files as needed
- Assist in scheduling interviews



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- Assist with the preparation, monitoring, and coding of canvass letters for stateside positions
- Answer phones and direct calls/take messages professionally
- Creation and updating of staffing Excel spreadsheets
- Assist Benefits, Time and Attendance and Payroll HR team as needed

#### **Qualifications**

- A minimum of four years' administrative work experience in a similar position;
- Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision;
- Ability to communicate effectively both orally and in writing with an attention to detail and professionalism in all communications;
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks;
- Experience working in very fast paced environments with changing priorities;
- Experience supporting multiple managers and providing support to a larger team;
- Computer proficiency in: Outlook, MS Word, Excel, Internet search skills, PowerPoint and the ability to learn new applications quickly

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

#### **WHAT WE OFFER:**

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

All internal SHA employees(only) are directed to apply via

[Nyshcr.sm.internalcandidates@nyshcr.org](mailto:Nyshcr.sm.internalcandidates@nyshcr.org)

**Please Include your name in the subject line**

**[TO APPLY, CLICK HERE.](#)**

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity **Employer (EOE)**