



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!

FACILITIES AND MAILROOM ASSISTANT

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York 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, 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.

DUTIES

- Actively and consistently support the unit to enhance customer service.
- Perform general maintenance of the facility and office equipment.
- Answer phones and respond to inquiries with general knowledge of the Agency's business, in an efficient and professional manner.
- Assist and set-up for company functions.
- Maintain conference rooms.
- Assist with moving of furniture.
- Complete daily and weekly mailroom/facility related tasks as directed.
- Schedule meetings.
- Log in Agency visitors.
- Coordinate video conferencing.
- Cover reception desk as needed.



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- Dependability and ability to work overtime or on weekends, if required.
- Other duties as assigned.

QUALIFICATIONS

- Minimum of one year receptionist, clerical, and mailroom experience;
- Computer literate and strong familiarity with Microsoft Outlook, Word, and Excel;
- Exceptional telephone and interpersonal skills;
- Good diction and voice control important;
- Attendance and punctuality extremely important;

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:

- 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.

All internal **SONYMA/HFA/AHC employees (only)** are directed to apply via
internalcandidates@hcr.ny.gov

Please Include your name in the subject line
New York State is an Equal Opportunity Employer (EOE)

[TO APPLY, CLICK HERE](#)

Applicants must include resume and cover letter
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