

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Recruitment Assistant</b>
<b>Salary:</b>	<b>\$ 35,530 - \$ 45,000</b>
<b>Bureau/Division:</b>	<b>Administration/Human Resources</b>
<b>Period:</b>	<b>October 6, 2015 – Until Filled</b>

### JOB DESCRIPTION

The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as procurement and payment responsibilities, facilities management, support services, and the full breadth of its human resource functions including payroll and time management. The Human Resources (HR) Office oversees the personnel functions for the Comptroller's Office's approximate workforce of 760 full-time and part-time employees.

The Recruitment Assistant will support the recruitment and other related HR functions within the agency's HR Office. The responsibilities include, but are not limited to, the following:

- Manages website job postings, candidate recruitment mailbox and recruitment data; supports agency recruitment processes as needed;
- Uses social media platforms, job boards and other strategies to heighten the visibility of agency's open positions; performs recruitment outreach through advertisements in college/schools websites/job fairs, newspapers, professional journals and other professional recruitment websites;
- Prepares analytical HR/recruitment reports; and compiles data related to HR activities, conditions or initiatives;
- Compiles and maintains electronic files for recruitment activities, checks records for accuracy of information and for conformity with established HR policies and procedures;
- Assists in the planning, coordination and implementation of the agency HR/personnel administration activities; assists employees and visitors with queries related to HR matters by responding to in-person, telephone and email inquiries;
- Provides additional administrative support to Senior HR Manager and performs other related assignments and special projects as required.

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### MINIMUM QUALIFICATION REQUIREMENTS

A baccalaureate degree from an accredited college.

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**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Proficiency in Microsoft Office Suite applications including Word, Excel and Outlook;
  - Demonstrated experience handling and maintaining confidential data;
  - The ideal candidate must demonstrate sound judgment when dealing with complex and sensitive organizational issues;
  - Demonstrated interpersonal, communication and organizational skills.
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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

**Note:** Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> October 6, 2015	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/016/023
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**The NYC Comptroller's Office is an Equal Opportunity Employer**