

HR Assistant/Receptionist

Transitional Services for New York is a comprehensive, community-based mental health agency located in Whitestone, Queens, New York. We provide a continuum of rehabilitative services to enrich the lives of the mentally ill and facilitate their transition to increased levels of independence. We serve anyone in need of mental health services. The people we serve are seriously mentally ill men and women of all races, nationalities and ethnic backgrounds, most of whom have been involved in psychiatric treatment for many years. Our mission is to enable them in their recovery to achieve a more satisfying and normal lifestyle by helping clients live and work in a more productive manner. We provide services to over 2,500 people a year, primarily in Queens and the Bronx. We are in contract with the New York City Department of Mental Health, Mental Retardation and Alcoholism Services and the New York State Office of Mental Health. We began providing services in 1975 and, this year, we are celebrating our **36th Anniversary**.

We are seeking a self starting individual to join our Human Resources Team to perform the following:

Under general supervision, provides clerical/administrative support (e.g., copying, faxing, filing, answering phones, compiling data, HRIS data entry, fingerprint registration) to a variety of areas in HR including, but not limited to: recruiting, HRIS, Workers Comp, Personnel Records, Unemployment, Employment Verification.

The ideal candidate will:

- be detail-oriented
- be able to work independently and take initiative
- have the ability to multi-task and meet deadlines
- be able to deal with constant interruptions
- possess strong Microsoft Office Suite skills
- have excellent organizational skills
- possess effective oral and written communication skills
- have the ability to interact effectively with all levels of employee, as well as external contacts

HS Diploma/GED and at least 2 years prior related experience required

We offer a comprehensive benefit package which includes: Major Medical, Dental, Group Term Life, as well as an Educational Assistance Program.

Please forward resume with salary requirement to; hr@tsiny.org, or fax to HR at 718-746-6799