**RIHousing – Human Resources Assistant**  
**Salary - $25/hour**

**What it’s all about:**

We are seeking a dynamic and detail-oriented professional to join our Human Resources Department as a **Human Resources Assistant**. **This part-time, on-site position** supports the department by managing a variety of administrative tasks. The role involves handling day-to-day office duties related to HR operations and serves as the primary point of contact between the HR department and other employees. Reporting directly to the Chief Human Resources Officer, the HR Assistant plays a key role in maintaining smooth internal communication and administrative efficiency. This is a **24-hour-per-week position** with a flexible schedule during business hours (8:30 AM – 5:00 PM), allowing applicants to choose how they divide their hours across the week.

**What you’ll do on a daily basis:**

This role involves a variety of confidential administrative and customer service responsibilities, as well as organizational support for the Chief Human Resources Officer. Because the work is not routine, the ideal candidate must be flexible, highly organized, proactive, able to set priorities effectively, and capable of working independently to accomplish tasks and meet project objectives. The HR Assistant is expected to uphold a positive corporate image through professional and courteous interactions with all stakeholders.

Daily responsibilities may include: preparing routine emails and mailings, handling phone calls, managing incoming and outgoing mail, maintaining departmental records and filing systems, ordering office supplies and tracking inventory levels, and scheduling appointments and meetings. The role also includes processing and reviewing various internal requests.

**What you’ll bring to the team:**

* Assist the HR department with administrative tasks.
* Coordinate HR projects, meetings, and external training sessions.
* Keep employee files, records, and databases accurate and current, including personal details, attendance, and time-off.
* Plan and implement HR events and communications.
* Collaborate with external vendors on HR initiatives.
* Answer employee questions about HR policies, benefits, and procedures, and refer more complex issues to senior HR staff.
* Schedule meetings and interviews, sort the mail, answer phones, and handle general office duties for the HR department.
* Manage the departmental email account by promptly and professionally addressing employee questions and complaints.
* Assist in implementing HR policies and procedures.
* Prepare purchase orders for the HR department.
* Performs other related duties as assigned.

**What you’ll need to succeed:**

* Proven work experience as an HR assistant or HR administrator.
* Excellent organizational skills and attention to detail.
* Extensive knowledge of office management systems and procedures.
* Excellent written and verbal communication skills.
* Proficient in Microsoft Office Suite or similar software.
* Ability to manage multiple tasks and prioritize effectively.
* Ability to maintain confidential information.
* Enthusiasm for working within a team environment.
* Active listening skills.
* Strong communication and customer service skills
* Excellent interpersonal skills
* Strong attention to detail
* Familiarity with applicant tracking database systems
* Knowledge of human resources and employment law

**Not sure if you meet all the qualifications? Let us decide!**

**Why RIHousing:**

* Mission-Driven Organization
* Dedicated Workforce
* Winner of “Best Places to Work” 2016, 2018, 2019, 2021 – 2025
* Greater Providence Chamber of Commerce Worksite Health Award 2013 – 2025
* PBN's Healthiest Employers of RI 2025

**RIHousing**strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs.  A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

* Offer fair, affordable, and innovative lending programs.
* Provide housing-related education to consumers and others.
* Promote and finance sensible development that builds healthy, vibrant communities.
* Provide housing grants and subsidies to Rhode Islanders with the greatest need.
* Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public-purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners, and fellow employees.

Please apply through our career site: <https://www.rihousing.com/careers/>

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