



# NHRS

New Hampshire Retirement System

## NEW HAMPSHIRE RETIREMENT SYSTEM

### Career Opportunity Human Resources Coordinator

*Interested and qualified applicants please submit resumes to the NHRS Human Resources team via email at [careers@nhrs.org](mailto:careers@nhrs.org)*

**Position Title:** Human Resources Coordinator

**Functional Area:** Human Resources

**Date Established:** 07/01/2026

**Title of Supervisor:** Chief Human Resources Officer

**Date of Last Amendment:** N/A

**NHRS Position Band:** F

**Collective Bargaining Unit Status:** In Unit

**Full Salary Range:** \$20.58-\$30.83

**Hiring Range:** \$20.58-\$23.09

**FLSA Status:** Non-Exempt

**Supervises:** None

#### SCOPE OF WORK:

The HR Coordinator provides operational and administrative support to ensure the effective delivery of human resources programs and services in a compliant, consistent, and well-coordinated manner. This position plays a key role in supporting day-to-day HR operations by coordinating recruitment activities, onboarding processes, performance management tracking, employee programs, and HR compliance requirements.

The HR Coordinator maintains accurate records, monitors timelines, tracks key metrics, and ensures that required documentation is completed in accordance with NHRS policies, collective bargaining agreements, and applicable federal and state regulations. This role supports initiatives that promote employee engagement and organizational culture by coordinating events, communications, and recognition activities.

This position requires strong organizational skills, attention to detail, sound judgment, and the ability to manage multiple priorities while handling confidential information with discretion.

#### ACCOUNTABILITIES:

- Provide day-to-day administrative coordination for HR processes to ensure activities are completed accurately, timely, and in alignment with established procedures.
- Maintain HR calendars, trackers, and workflow tools to monitor deadlines, required actions, and process milestones.
- Serve as a point of coordination between HR, managers, employees, and external partners for routine HR matters.

Posted 7/15/2026

- Coordinate recruitment logistics including scheduling interviews, preparing candidate materials, coordinating interview panels, and managing communications with candidates.
- Maintain recruitment tracking tools and ensure applicant records are complete and accurate.
- Track recruitment timelines and assist in monitoring recruitment KPIs.
- Prepare, distribute, and track completion of new hire paperwork, ensuring compliance with internal policies, records retention requirements, and regulatory obligations.
- Coordinate onboarding logistics including orientation schedules, workspace coordination, and required notifications.
- Schedule and track new hire check-ins and onboarding milestones.
- Process personnel changes and maintain employee records in HR systems.
- Track performance appraisal cycles and monitor completion of evaluations in accordance with established timelines.
- Provide reminders and administrative support to managers and staff to ensure compliance with performance review requirements.
- Maintain personnel files and HR documentation in accordance with applicable laws, regulations, collective bargaining agreements, and NHRS policies.
- Support compliance tracking related to required forms, acknowledgements, training completions, and documentation deadlines.
- Assist with audits, reporting requests, and documentation reviews by ensuring records are complete and well organized.
- Support tracking related to programs such as auto insurance documentation and other compliance-related requirements.
- Assist with coordination of employee engagement initiatives, recognition programs, staff events, and HR-sponsored activities (e.g., appreciation events, trainings, wellness initiatives).
- Manage event logistics including scheduling, communications, materials preparation, and coordination with vendors or internal stakeholders.
- Support continuous improvement of HR processes, workflows, and documentation practices.
- Maintain confidentiality and exercise discretion when handling sensitive information.
- Perform other duties as assigned to support the Human Resources function and organizational priorities.
- Perform other appropriate and related duties as assigned by supervisor.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Associate's degree in human resources, Business Administration, or related field, or equivalent combination of education and experience.

Each additional year of relevant formal education may be substituted for one year of required work experience.

**Experience:** One year experience in an administrative, HR support, or coordination role preferred. Each additional year of qualified work experience may be substituted for one year of formal education.

**License/Certification:** Valid driver's license preferred.

**SPECIAL REQUIREMENTS:**

- Analytical, critical thinking, and problem-solving skills
- Ability to identify issues, evaluate options, and recommend practical solutions.
- Strong organizational and process coordination skills with the ability to manage multiple deadlines.
- High level of attention to detail and commitment to accuracy.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong written and verbal communication skills.
- Ability to work collaboratively and provide responsive internal customer service.
- Takes on new opportunities and tough challenges with high energy, and enthusiasm.
- Ability to work independently, but know when to ask for help.
- This position may require some in-state and out-of-state travel and the ability to work a flexible schedule.

**RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:**

- Knowledge of HR administrative practices, recordkeeping, and compliance principles.
- Proficiency with HR systems, Microsoft Office, and tracking tools.

**PHYSICAL REQUIREMENTS:**

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

**WORK ENVIRONMENT/CONDITIONS:**

- Dayshift hours primarily, although overtime may be required in meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.