



NHRS

New Hampshire Retirement System

NEW HAMPSHIRE RETIREMENT SYSTEM CAREER OPPORTUNITY

Investment Administrative Assistant

Interested and qualified applicants please submit resumes to the NHRS Human Resources team via email at careers@nhrs.org or [apply on line](#)

Position Title: Investment Administrative Assistant

Functional Area: Investments

Date Established: 10/13/2025

Title of Supervisor: Chief Investment Officer

Date of Last Amendment: N/A

NHRS Position Band/Min. Step: E

(NHRS is hiring in the range of \$35,000-\$40,000/Annually (within overall range of \$35,000 – \$53,000/Annually))

Collective Bargaining Unit Status: In Unit

FLSA Status: Non-Exempt

Supervises: None

SCOPE OF WORK:

The Administrative Assistant provides comprehensive administrative and operational support to the Investment Department under the direction and supervision of the Chief Investment Officer (CIO). This position assists with the coordination of departmental activities, preparation of materials for meetings and reports, document management, scheduling, and communication with internal and external stakeholders. The Administrative Assistant ensures that all administrative processes run efficiently to support the effective management of the NHRS investment portfolio and related functions.

ACCOUNTABILITIES:

- Provides administrative support to the Investment departments including but not limited to responding to phone/email messages and scheduling investment manager meetings and review calls.
- Organizing logistics for the Independent Investment Committee (IIC) and other meetings, including room set up, schedule of presentations, technology setup, food arrangements, staff notification, and other special items, as necessary.
- Provides administrative support for operational activities for both Investments & Finance & Accounting department. Preparing and submission of administrative paperwork,

collating documents, answering and responding to phone and email inquiries for account setups, drafting written correspondence for investment and finance inquiries.

- Organizing the report submissions of the Investment Team to the Board of Trustees meetings. Assisting with public notifications of IIC meetings and preparing of IIC and Board of Trustees electronic mailings.
- Working with the Investment Team to draft minutes for IIC meetings and coordinating with the Communications team to finalize and post minutes on the external NHRS website as well as providing public/redacted documents.
- Assisting in document and database management, including electronic filing and maintenance of monthly, quarterly, annual, and ad-hoc investment and financial reports via the Canoe data management platform.
- Drafting and distributing internal directives and communications assigned.
- Other appropriate and related duties assigned by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree preferred. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in an administrative support role in a professional office environment, performing various administrative support functions. Each additional year of related experience may be substituted for required education.

License/Certification: Valid Driver's License

SPECIAL REQUIREMENTS:

- Serve as a trusted administrative resource, demonstrating sound judgment, discretion, and professionalism in handling sensitive and confidential information.
- Strong organizational skills including the ability to effectively plan, prioritize, and perform diversified duties accurately.
- Ability to communicate effectively and diplomatically with internal and external diverse constituents.
- Knowledge of general office equipment including computer, fax, telephone, printer, copier.

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:

- Demonstrated proficiency with various computer applications including Microsoft Word, and Excel.
- Demonstrated ability to practice appropriate judgment, discretion, and diplomacy.
- Ability to establish and maintain effective working relationships with co-workers, outside vendors, and other constituent groups and individuals.
- Dependability and reliability; detail-oriented and conscientious.

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 meeting project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.