NEW HAMPSHIRE RETIREMENT SYSTEM

CAREER OPPORTUNITY

IT AND FACILITIES ADMINISTRATOR

Interested and qualified applicants please submit resumes to the NHRS Human Resources team via email at careers@nhrs.org.

Position Title: IT and Facilities Administrator

Functional Area: IT   **Date Established:** 01/28/2026

Title of Supervisor: Chief Information Technology Officer   **Date of Last Amendment:** N/A

NHRS Position Band: F   **Collective Bargaining Unit Status:** In Unit

Full Salary Range: Band F Steps 1-22, $20.08-30.08   **Hiring Range:** $22.10-$25.29

FLSA Status: Non-Exempt

Supervises: None

SCOPE OF WORK:

The IT and Facilities Administrator performs a variety of compliance-driven and detail-oriented tasks that are critical to the efficient operation of the organization. This role assists the Chief Information Technology Officer (CITO) to ensure that all activities adhere to established policies, contractual obligations, and regulatory requirements while maintaining the highest standards of accuracy and integrity. Responsibilities include managing sensitive information, coordinating with internal and external stakeholders, and maintaining meticulous records to support transparency, accountability, and operational excellence.

ACCOUNTABILITIES:

Facilities Responsibilities

- Serve as the primary point of contact for the facilities management company and contracted IT and facility vendors as requested, ensuring compliance with contractual obligations, engaging vendors appropriately and ensuring compliance with terms.

- Coordinate and oversee vendor activities on-site as needed, maintaining professional relationships with all stakeholders.

- Manage contract documents, vendor lists, contact information and expenses in designated platforms with precision and confidentiality. Generate reports and dashboards as needed.

- Schedule meetings with vendors and internal stakeholders as requested.
- Monitor and maintain inventory of facilities and IT supplies and equipment; coordinate deliveries of facility and IT supplies and ensure proper notification to requestors.
- Maintain clean and organized, IT and Facilities related supply rooms and satellite closets to support operational efficiency.
- Coordinate internal moves within the building, including contracting services as needed.
- Review facilities documentation against organizational standards, and update or provide feedback on incomplete or missing work.
- Maintain a comprehensive list of all applicable federal, state, and local regulations related to facilities operations, and assist in ensuring compliance.

IT Responsibilities

- Assist with scheduling IT-related activities, including staff training sessions.
- Assist the CITO with keeping policies and procedures up to date; ensure updated policies are properly stored in designated platform(s).
- Support IT budget management by gathering receipts, responding to inquiries, and organizing documentation for easy retrieval.
- Review IT documentation for compliance with standards and provide feedback on gaps or missing elements.
- Collaborate with team members to establish IT and facilities documentation portals using available tools for modern workflow and secure data access.

- Perform other IT and facilities operations projects and tasks as approved by the supervisor, assisting with adherence to compliance and confidentiality requirements.

MINIMUM QUALIFICATIONS:

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

Experience: 3+ years' experience in administrative or operational experience, supporting IT or facilities preferred. Experience coordinating with vendors and/or service providers a plus. Each additional year of related experience may be substituted for required education.

License/Certification: Valid Driver's License preferred

SPECIAL REQUIREMENTS:

- Demonstrated experience managing records, inventories, and documentation requiring accuracy, confidentiality, and adherence to established standards and procedures.
- 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.

- Strong attention to detail and proofreading skills.
- Ability to manage deadlines and balance multiple active matters and work well under pressure.
- Demonstrated proficiency with various computer applications including Microsoft Word and Excel. Proficient with technology and quick to learn new systems
- Dependability and reliability; detail-oriented and conscientious.
- Demonstrated ability to practice appropriate judgment, discretion, and diplomacy.

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:
- Proficiency with SharePoint, Teams and PowerBI preferred.
- Experience supporting policy, regulatory, or governance requirements, including maintaining documentation and identifying gaps or inconsistencies.
- Ability to establish and maintain effective working relationships with co-workers, outside vendors, and other constituent groups and individuals.

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.