



HUMAN RESOURCE ADMINISTRATOR POSITION # 16637

The New Hampshire Lottery Commission has an immediate opening for a full-time Human Resource Administrator. This position will administer, monitor, and coordinate all facets of human resources and payroll operations for the New Hampshire Lottery Commission. To provide guidance and support in areas of performance and talent management and organizational and position development for the agency to meet short- and long-term goals and objectives in accordance with policies, procedures, RSA and department strategic management objectives.

Minimum qualifications for this position is a Master's degree with major study in Human Resources Business Administration, Management or related field. Experience: Five years in human resource management, to include experience in personnel administration, labor relations, recruitment and staff development, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

Bachelor's degree with a major study in Human Resources Business Administration, Management, or related field.

Experience: Six years in human resource management, to include experience in personnel administration, labor relations, recruitment and staff development, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience. Education and experience may be interchanged as appropriate.

The hourly salary range for this position is \$32.09 - \$41.53, it is pay band 4. The successfully hired candidate must satisfactorily pass criminal background and driver's record checks. For further information on the responsibilities for this position, contact Nicole Pinto, HR Technician at (603) 271-7124 or email at: Nicole.A.Pinto@lottery.nh.gov

You can apply on-line by clicking on the following link: <https://www.nh.gov/glance/working.htm>. **This position closes July 9, 2024. EOE**