

HAMPDEN COUNTY REGIONAL RETIREMENT BOARD

67 Hunt Street Suite 202

Agawam, MA 01001

ADMINISTRATIVE ASSISTANT

- This position supports the operations and activities of the Retirement System, helping provide services and assistance to its members and ensuring that retirement-related benefits and services are administered effectively.

ESSENTIAL TASKS AND RESPONSIBILITIES

- Works under the direction of the Executive Director or Assistant Director and follows Retirement Board rules, regulations, and policies to perform the necessary work in discharging the day-to-day responsibilities of the office, and any other related work that may be required.
- Must maintain confidentiality of all records and conversations regarding all members, retirees, and survivors.
- Calculate for the distribution of refunds of members accounts and transfers of accounts to other systems. And reports and preparing financial reports in accordance with the state regulations.
- Calculate of Federal withholding from refunds and interpretation of guidelines pertaining to rollovers and eligible retirement plans.
- Must be ready and willing to assist in any projects and duties in the office under the direction of the Executive Director or Assistant Director.
- Assist with inputting new members, deductions and terminations.

QUALIFICATIONS AND REQUIREMENTS

- Must be able to follow instructions and function independently.
- Must be accurate, detailed oriented, flexible, and able to handle a multitude of tasks.
- Strong attention to detail, verbal, and written communication skills.
- Ability to troubleshoot and resolve matters.
- Excellent working knowledge and proficient use of computers, including Microsoft Word, Excel, and PowerPoint.
- This position requires maintaining confidentiality.

WORK SCHEDULE

- Monday through Friday from 10:00 A.M. to 2:30 P.M.

Salary Range: 30,000.00-32,000.00

Please email resume to kmartin@hcrb.org by October 26, 2026

We will be scheduling interviews on October 30, 2026