

SEEKING TO HIRE

MVSD BENEFITS COORDINATOR

The Missisquoi Valley School District Central Office has an immediate opening for a Benefits Coordinator.

This position is responsible for the coordination of employee benefit programs and onboarding, processing required forms, payroll information, and reports as required, providing accurate information to employees and is an active member of the Human Resources Team. This position works closely with payroll to process employee benefit deductions, participates in benefit offering discussions, conducts open enrollment meetings, and so much more!

This is a full year, full time position offering competitive pay and benefits. A Bachelor's Degree is preferred or an Associates Degree with two years of HR/payroll experience. Interested and qualified candidates may apply via schoolsiping.com or by submitting a cover letter, resumes, and three references to:

Bonnie Moulton, Director HR
MVSD Central Office
100 Robin Hood Drive, Suite 2
Swanton, VT 05488

Application review begins
as soon as possible. Open until filled.

In matters related to employment, the school district does not permit or condone discrimination based any characteristic protected by Federal or State Law. EOE



MISSISQUOI VALLEY
SCHOOL DISTRICT