



# *Town of Walpole*

## *Commonwealth of Massachusetts*

### **HUMAN RESOURCES**

*Valorie Donohue*

Town Hall  
135 School Street  
Walpole, MA 02081  
Phone (508)-660-7294  
Fax (508)-668-2240

June 21, 2018

## **BENEFITS COORDINATOR**

Town of Walpole is seeking a highly qualified individual for the Benefits Coordinator position. The successful applicant will perform professional, confidential and highly responsible administrative duties in overseeing, administering and coordinating the benefit plans for the town and school personnel and retirees; Serves as the primary point of contact in the HR Dept for all employee medical, dental, life, vision and flex spending. Bachelor's degree in Business Administration or HR desirable; four years of work experience in a business environment or any equivalent combination of education and experience. Complete job description via website [www.walpole-ma.gov](http://www.walpole-ma.gov); Annual salary range is \$55,528 - \$62,533. Please send cover letter with resume and employment application to Town of Walpole, HR, 135 School Street, Walpole MA 02081 by Friday, July 6<sup>th</sup> at 12 noon. AA/EOE