



**Job Title:** Benefits Specialist  
**Department:** Human Resources  
**Location:** Boston  
**Reports to:** HR & Benefits Manager  
**Status:** Non-Exempt

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**Position Overview:**

The Benefits Specialist will assist in the design, communication, management, administration and compliance of the Firm's benefits programs for legal and non-legal employees.

**Responsibilities:**

- Administer and manage the Firm's benefit programs.
- Act as a liaison between employees, benefit vendors and brokers to assist in successful resolution of any issues with enrollment, claims, benefit coverage, etc.
- Establish and nurture strong relationships with third party administrators, vendors, and internal staff, including Payroll, HR and Finance.
- Assist in the administration of all leaves of absence and accommodation requests, including FMLA, ADA, STD and LTD.
- Manage benefits orientation for new hires and maintain appropriate paperwork.
- Assist in the annual open enrollment process.
- Manage and process all benefit bills and related benefit reconciliations.
- Maintain a current and thorough understanding of best practices for benefits and human resources.
- Ensure compliance with Federal and state laws governing benefit practices.

**Desired Education/Experience:**

- Bachelor's degree from an accredited college or university.
- Minimum of 3 years of benefits experience.
- Excellent verbal and written communication skills with strong attention to detail.
- Stellar professional customer service demeanor, ability to deal with sensitive and confidential employee benefit issues.

- Advanced organizational skills and the ability to multi-task.
- Effectively handle a heavy workload, prioritizing work and meeting deadlines.
- Work independently, initiate and identify solutions.
- An analytical mindset with the ability to troubleshoot systems-related issues.