



Senior Legal Compliance Counsel Job Description

Fast-paced and growing ERISA and Benefits law firm seeks a detail-oriented, highly-organized, and self-confident employee benefits attorney who is prepared to take on an important role at the rapidly growing Firm; the right candidate will be a self-starter comfortable with minimal supervision from the Firm Principal.

The Firm's environment is fair and honest with an appreciation for equally fair and honest, no-nonsense professionals who enjoy helping businesses and making the Firm more productive. The culture of the firm emphasizes personal and professional growth, support for innovative ideas, and excellence in work product and service in a client-relationship driven environment.

ERISA Experience is Required - 7 Years Minimum, 10 Preferred

- Research ERISA and Benefits issues; synthesize and summarize issues into readable documents for clients;
- Prepare primary legal documents, including:
 - Memorandums;
 - Plan documents;
 - Resolutions, Participant Agreements, Amendments;
- Meet with clients to determine their legal needs and the appropriate action to achieve their goals;
- Identify additional needs to expand existing client relationships, converting those needs into new matters for the Firm;
- Perform due diligence in legal matters concerning contracts, agreements, and mergers and acquisitions;
- Collaborate with Firm Principal to develop a strategy for developing existing and prospective clients; and
- Confidently handle initial prospective client conversations, with the aim of converting those prospects into paying clients;
- Participate in 5-6 webinars per year.

Interested candidates should submit a resume and cover letter to: dhall@hallbenefitslaw.com

Please ask about our referral fee!
