

Employee Benefits Paralegal

Large Salt Lake City law firm seeks experienced Employee Benefits Paralegal for a team-oriented office in the downtown area. The ideal candidate will have 3+ years of experience with a solid understanding of employee benefit plan document drafting, IRS or DOL form preparation and general knowledge of employee benefit concepts. Position will assist with all paralegal tasks in the attorneys' practice through effective communication, prioritization, records management, and tracking status of IRS and DOL applications and deadlines. Requires strong organizational skills, the ability to work well under pressure and deadlines, a professional demeanor, excellent judgment and superior written and verbal communication skills. Also requires strong PC skills with experience in WordPerfect, Microsoft Word and MS Office, and digital document management. Excellent full-time employee benefits package including paid insurance, retirement plan and paid-time off. Salary DOE. Equal opportunity employer.

Send cover letter e-mail with resume and 3 work references to bleifson@cnmlaw.com.