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A LIMITED LIABILITY LAW PARTNERSHIP

POSITION DESCRIPTION

Title
ERISA Paralegal

Reports to
Chief Administrative Officer

FLSA Status
Salaried/Non-Exempt

Eff. Date
August 2026

Salary Range
$65,000–$70,000 annually, commensurate on experience and qualifications.

POSITION SUMMARY

The ERISA Paralegal provides legal and administrative support to attorneys in the Employee Benefits and ERISA practice group. ERISA (Employee Retirement Income Security Act of 1974) is the federal law that establishes standards for the private-sector employee benefit plans, including retirement, pension, 401(k), health and welfare, disability, and other employee benefit plans.

In this role, the ERISA Paralegal assists attorneys with the preparation, organization, and maintenance of employee benefit plan documents, plan amendments, regulatory filings, and client communications while helping ensure compliance with ERISA, the Internal Revenue Code, and other applicable federal laws and regulations. Responsibilities include coordinating plan restatements and amendments, preparing government filings and disclosure documents, conducting legal and factual research, maintaining client files, and assisting with employee benefits related to corporate transactions and ongoing plan administration.

The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities in a fast-paced legal environment. Strong analytical, communication, and document management skills are essential, along with the ability to maintain strict confidentiality and provide exceptional client service.

KEY RESPONSIBILITIES

The key responsibilities of this position include, but are not limited to, the following:

- Prepare, revise, proofread, and organize ERISA and employee benefit plan documents, including retirement, pension, 401(k), health and welfare, and other employee benefit plans.
- Assist attorneys with plan amendments, restatements, plan terminations, mergers, and plan corrections.
- Prepare and organize regulatory filings, notices, and participant disclosures.
- Maintain client files, document databases, and matter management systems.
- Coordinate execution of legal documents and maintain accurate records.
- Conduct legal and factual research related to ERISA, employee benefits, and applicable federal regulations.
- Monitor deadlines for regulatory filings, plan amendments, and client deliverables.
- Draft correspondence, memoranda, reports, and other legal documents for attorney review.
- Communicate professionally with clients, government agencies, accountants, financial advisors, and other third parties.
- Assist with due diligence in mergers, acquisitions, and other corporate transactions involving employee benefit plans.
- Support attorneys during audits, compliance reviews, and government inquiries.
- Maintain confidentiality of sensitive client and employee information.
- Perform additional duties and special projects as assigned.

RECOMMENDED KNOWLEDGE AND SKILLS

- General knowledge of ERISA, employee benefits law, and retirement and welfare benefit plans preferred.

- Understanding of legal terminology, legal procedures, and law firm operations.
- Strong organizational and time management skills with the ability to prioritize multiple assignments.
- Exceptional attention to detail and accuracy.
- Strong written and verbal communication skills.
- Ability to work independently while collaborating effectively within a team environment.
- Strong analytical and problem-solving abilities.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and Adobe Acrobat.
- Experience with legal document management systems (e.g., iManage) is preferred.
- Ability to learn and adapt to changing laws, regulations, and firm procedures.
- Demonstrated professionalism, discretion, and sound judgment.

EXPERIENCE

- Two (2) or more years of paralegal or legal assistant experience preferred.
- Experience preparing legal documents and maintaining complex client files.
- Experience working in a law firm or other professional services environment preferred.
- Experience managing multiple priorities while consistently meeting deadlines.
- Experience in employee benefits, ERISA, tax, corporate law, or a related legal practice area is preferred but not required.

EDUCATION

- High school diploma or equivalent required.
- Associate's degree or higher in related field preferred.
- Legal Assistant or Paralegal certificate preferred.
- Equivalent combinations of education and experience will be considered.

WORKING CONDITIONS

- Full-time, on-site position at the Honolulu office.
- Hours are in person - Monday through Friday, 8 a.m. to 5 p.m.
- Prolonged periods of sitting and computer work.
- Frequent communication with attorneys, staff, clients, and outside professionals.
- Occasional lifting of files, boxes, or office materials up to twenty-five pounds.
- Ability to meet deadlines in a fast-paced, deadline-driven legal environment.
- Occasional support during early mornings, evenings, or weekends may be required.
- Must maintain the highest level of confidentiality and professionalism when managing sensitive legal and client information.

BENEFITS

Cades Schutte LLP offers a comprehensive benefits package for eligible full-time employees, which may include:

- Medical, dental, and vision insurance.
- Flexible Spending Accounts (FSA).
- Life and AD&D insurance.
- Short-Term and Long-Term Disability coverage.
- 401(k) Retirement Plan and Profit-Sharing Plan.
- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP).
- Voluntary supplemental insurance options.