

HR & Benefits Manager

Akron, Ohio | Hybrid Schedule

We are seeking an experienced and collaborative **HR & Benefits Manager** to join our firm in Akron. This is a unique opportunity to step into a well-established role following the retirement of a long-tenured and highly respected leader, offering continuity, strong internal support, and the ability to shape the future of our HR and benefits programs.

Our firm is proud of its **welcoming, collegial culture** and leadership team that values partnership, clear communication, and employee well-being. This role offers a **hybrid work environment**, providing flexibility while maintaining strong connection with colleagues across the firm.

About the Role

The HR & Benefits Manager plays a key leadership role in executing the firm's human resources strategy and overseeing the design, administration, and compliance of employee benefits programs. This individual partners closely with firm leadership to support employees across all levels of attorneys, staff, and business professionals, while ensuring programs are competitive, compliant, and aligned with the firm's long-term goals.

Key Responsibilities

Benefits Leadership

- In conjunction with executive management and consultants, lead strategy, design, and administration of all employee benefit programs, including medical, dental, retirement, and wellness initiatives
- Manage annual open enrollment and benefits renewal processes, working closely with consultants and vendors
- Monitor industry trends and benchmarking to ensure competitive, cost-effective offerings
- Ensure full compliance with ACA, ERISA, COBRA, HIPAA, and related regulations

Human Resources Leadership

- Oversee core HR functions, including employee relations, performance management, payroll, and policy development
- Partner with firm leadership and General Counsel on employee matters, investigations, and HR strategy
- Lead onboarding, performance review processes, and employee engagement initiatives
- Manage and mentor HR and payroll staff while fostering a collaborative, high-performing team environment

What We're Looking For

- 10+ years of progressive HR experience, preferably in a professional services or law firm environment
- Strong expertise in benefits administration, compliance, and HR operations
- Excellent judgment, communication, and problem-solving skills
- Ability to manage complex information with discretion and professionalism
- Bachelor's degree in HR, Business Administration, or a related field; HR certification is a plus

Why Join Us

- **Thoughtful transition:** Step into a stable, well-run function following the retirement of a long-standing leader
- **Hybrid flexibility:** Balance in-office collaboration with remote work
- **Supportive leadership:** Work alongside an engaged and approachable management team
- **Meaningful impact:** Play a central role in shaping employee experience, benefits, and firm culture

If you're a strategic HR leader who values collaboration, precision, and the opportunity to make a lasting impact, we encourage you to apply. Please send a cover letter, resume and salary requirements for confidential consideration to Jessica Thomas at jthomas@ralaw.com.

Roetzel & Andress is an Equal Opportunity Employer.

Roetzel & Andress maintains a policy of non-discrimination and inclusion with respect to all employees and applicants for employment. All decisions as to employment with the Firm are governed solely on the basis of merit, competence, and qualifications, and are not influenced or informed in any manner by the employee's or applicant's race, color, religion, sex, age, national origin, ancestry, disability, marital or parental status, sexual orientation, gender identity, military status, veteran status, or any other basis prohibited by statute.