

POSITION: Legal Assistant
DEPARTMENT: Compliance

JOB RESPONSIBILITY SUMMARY:

The Legal Assistant plays a critical role in ensuring that Custom Design Benefits exercises due diligence and sound internal controls to operate with integrity and minimize legal risk. The position is primarily responsible for ensuring adherence to all reporting and compliance requirements to which Custom Design Benefits is subject by operation of federal, state or local law, or by contract, interpreting applicable federal, state and local laws and regulations, assisting in the development of compliance policies and procedures for programs administered or created by Custom Design Benefits.

ESSENTIAL FUNCTIONS:

- Monitors regulatory affairs and compliance requirements specific to the TPA and PBM industries and their clients for applicable issues.
- Provide information that may impact clients through their research and analysis of data/information with federal and state laws, including DOL, CMS regulations, ERISA and ACA
- Serve as a knowledgeable resource for management regarding ERISA and ongoing/new legislation. Act as a resource on operational compliance matters related to the organizations' activities, including support as well as consistency of services performance with client contracts and applicable laws
- Prepare client administrative services agreements, vendor and supplier contracts, sub-contracts, and other business such as new client implementations and renewals using standard contracts
- Document and prepare reports for Leadership Team on regulatory and compliance matters as needed.
- Assist with SOC/SSAE16 readiness/compliance, audit standards
- Draft Summary Plan Descriptions
- Draft amendments and restatements to plans to bring into compliance with new laws and regulations.
- Coordinate compliance activities across CDB such as annual training, HIPPA training and Update of Policies & Procedures
- Prepare formal response to any Department of Insurance inquiries
- Contract compliance – implement, maintain and train on document management software program
 - Upload all signed agreements to contract management system; update, maintain and ensure the accuracy of the contract management system
 - Assist staff with various contract-related projects, and handle all administrative aspects of contract processing
 - Work closely with project teams on all revisions to contract templates
- Participates on Compliance Committee and Procedural Review Committee
- Prepares compliance articles for regular publication

ESSENTIAL SKILLS AND EXPERIENCE:

- Minimum of 2 years contract administration or Legal Assistant experience
- Strong technical acumen
- Ability to independently prioritize, coordinate and handle multiple tasks with set deadlines
- Strong and wide-reaching comprehension of compliance and assessment issues and mandates
- Excellent Organizational and time management skills
- Excellent problem solving and critical thinking skills
- Excellent interpersonal skills, including mediation, coaching, common sense, and good judgement
- Demonstrated ability to work cohesively within a management team, exhibiting a progressive attitude
- Practice a high level of confidentiality and exemplary personal and professional conduct
- Able to adapt to a changing set of responsibilities, directives, schedules and assignments
- Expertise in Outlook, Word, Excel, PowerPoint and database systems
- Remain flexible to work hours and have a “whatever it takes” attitude

Qualified candidates should send a cover letter, resume and salary expectations to careers@customdesignbenefits.com.