Part-Time Human Resources Administrator, Law Firm, Orleans, MA

La Tanzi Spaulding & Landreth, a well-established law firm in Orleans, is seeking a detail-oriented, discreet Human Resources Administrator to join our team on a part-time basis (20–25 hours per week). This is an excellent opportunity for an experienced HR professional looking for meaningful, flexible work in a collegial office on Cape Cod.

About the Role

The HR Administrator works closely with our Firm Administrator to support the firm's day-to-day operations, with primary responsibility for payroll and employee benefits. The ideal candidate is organized, dependable, and comfortable handling sensitive information with the highest degree of confidentiality.

Key Responsibilities

- Process bi-weekly payroll accurately and on time, including time records, deductions, and adjustments
- Administer employee benefits programs, including health, dental, retirement plans, and other offerings; serve as the point of contact for employee benefits questions
- Coordinate open enrollment, new-hire enrollment, and benefits changes with carriers and brokers
- Maintain accurate and confidential personnel files and HR records
- Assist with onboarding and offboarding of employees
- Track paid time off, leave, and other employee data
- Support compliance with state and federal employment requirements, including Massachusetts Paid Family and Medical Leave and related reporting
- Provide general administrative support to the Firm Administrator as needed

Qualifications

- 2–3+ years of experience in payroll and benefits administration
- Working knowledge of Massachusetts and federal payroll and employment requirements
- Experience with payroll software such as iSolved and proficiency in Microsoft Office, particularly Excel
- Exceptional discretion and commitment to confidentiality
- Strong attention to detail and organizational skills
- Ability to work independently and manage deadlines
- Law firm or professional services experience is a plus but not required

Schedule and Compensation

- 20–25 hours per week, [in-office / hybrid], with some scheduling flexibility
- Pay range: $28 to $31 per hour, based on experience
- 25+ hours are benefit eligible, 401k, Safe Harbor Matching, Profit Share, Health Insurance, Life Insurance and LTD.

To Apply

Please send your resume and a brief cover letter to Joan Barry Walsh, CLM, Firm Administrator at jwalsh@latanzi.com.

La Tanzi Spaulding & Landreth is an equal opportunity employer. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law.