

Professional & Support Staff

Our business services teams work in a variety of areas, including human resources, recruiting, accounting, business development and marketing, information technology, billing, facilities, business intake, records and conflicts. Our paraprofessional and support staff includes administrative assistants, paralegals and nurse analysts. We seek highly motivated individuals who operate with integrity, reliability and compassion.

Benefits

Compensation + Retirement Benefits

- Competitive salaries
- Referral bonus program
- Generous paid-time off
- Sick pay, floating holiday and several paid holidays
- 401(k) plan with traditional + ROTH savings options
 - Eligible staff receive matching contributions
 - Profit Sharing plan participation for staff

Health Benefits

- Health Insurance plus coverage for dependents, domestic partners and spouses
 - Automatic discount on premiums for non-tobacco users
- Dental Insurance
- Vision Insurance
- Firm-sponsored life insurance and AD&D coverage
 - Optional supplemental life insurance for self, spouse and child(ren)
- Long-Term disability benefits
- Short-Term disability benefits
- Flexible-spending account (FSA)
- Health Savings Account (HSA)
- Employee Assistance Program

Other Support Benefits

- Discounted or free parking (office site specific)

- Qualified Transportation Program (tax-free transit and parking)
 - Respite room access
 - Dress for your day policy
 - Cell phone data reimbursement for upper management
 - Staff appreciation
 - Birthday celebrations
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SmithAmundsen has been flexible with my role as office manager, by allowing me to expand my role and take on additional responsibilities. The firm provides training on all levels to increase our knowledge base, along with promoting diversity, mental health awareness and work life balance. SmithAmundsen is a great place to work, has a great support team and I enjoy interacting with all of our offices.

Vicky Able, Office Manager, Indianapolis

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