

# Davis Polk

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit [davispolk.com](http://davispolk.com).

## Job Description

<b>Job Title</b>	Administrative Assistant
<b>Location</b>	New York
<b>Department</b>	Administrative Assistant
<b>Reports to</b>	Supervisor, Administrative Assistants
<b>Exempt/Non-Exempt</b>	Non-exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
<b>Position Summary</b>	The Administrative Assistant provides secretarial, technical and organizational assistance to lawyers and other managerial staff, as assigned. This is a dynamic position requiring the ability to demonstrate professionalism, effective communication skills and use of good judgment through understanding of the Firm's policies as a valued member of a support team.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>– Create, revise and print correspondence, memoranda and other legal documents</li><li>– Answer and place telephone calls professionally; take accurate and complete messages</li><li>– Review electronic and physical mail and other correspondence</li><li>– Establish and maintain calendar for principals</li><li>– Make appointments and travel arrangements for principals</li><li>– Transcribe and type dictation to produce a variety of legal documents as requested by lawyers</li><li>– File documents</li><li>– Organize client and internal meetings</li><li>– Input attorney time and reimbursable expenses</li><li>– Prepare client bills and track payments</li><li>– Understand and calculate financials related to billing invoices</li></ul>

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- Fill printers and copier with paper each morning and during the day as necessary
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## **Qualifications/Position Requirements**

- Ability to manage a varied workload and meet deadlines
  - Must be punctual and reliable
  - Proficient in MS Word, Excel, PowerPoint, Outlook and other applications as needed
  - Strong interpersonal skills
  - Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive attitude
  - Flexibility in daily schedule to accommodate unexpected situations arising from attorneys/legal assistants and other staff
  - Excellent written and verbal communication skills
  - Ability to proofread typed material for typographical, spelling and grammatical errors
  - Ability to type with speed and accuracy
  - Ensure confidentiality of all the Firm's and clients' documentation and information
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## **Education and/or Experience**

- Associate Degree or higher
  - 1-5 years' experience as an administrative assistant or paralegal
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## **Compensation**

Commensurate with experience

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## **To apply**

Submit resume and cover letter to: [hr.ny@davispolk.com](mailto:hr.ny@davispolk.com)

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.