

# Davis Polk

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## Job Description

<b>Job Title</b>	Specialist, Benefits
<b>Location</b>	New York
<b>Department</b>	Benefits/Payroll
<b>Reports to</b>	Manager, Benefits
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am to 5:30 p.m. (overtime as required).
<b>Position Summary</b>	The Specialist, Benefits will assist in the day-to-day benefits administration and eligibility issues for U.S. benefits plans, as well as benefits outside the U.S. for U.S. expats and partners.
<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>— Manage the daily administration of the leave of absence programs, including short and long term disability, worker's compensation, parental leave, federal and state family and medical leave, state paid family leave and unpaid leave</li><li>— Review and process employee requests for medical accommodations</li><li>— Conduct benefits orientation for new hires and employees transferring to and from a firm office outside the U.S.</li><li>— Process benefit enrollments, life event changes and terminations in the HRIS database. Review benefit submissions and supporting documentation for completeness and accuracy</li><li>— Maintain the COBRA administration process. Work with the third party administrator to assist with COBRA enrollments and ensure benefit plans and premium rates are up to date</li><li>— Reconcile monthly benefit invoices and generate wire requests for billing payments</li><li>— Work with HRIS team to prepare reports.</li><li>— Respond to employee benefit inquiries and resolve complex matters</li></ul>

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- Collaborate with the Benefits team on special projects and other responsibilities as assigned
- Perform other responsibilities and duties as assigned by leadership

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## **Qualifications/Position Requirements**

- Aptitude to manage and prioritize multiple assignments with competing deadlines
- Detail oriented with well-developed analytical, research and problem solving skills
- Strong verbal and written communications skills as well as solid interpersonal skills
- Excellent organizational skills with careful attention to detail and timely follow-through
- Demonstrated ability to effectively work independently, but also able to function in a collaborative team environment
- Proficient in Microsoft Suite applications, including but not limited to Excel, PowerPoint, Word
- Ability to interact with all levels of the firm and build relationships across a diverse internal client base
- Flexibility in daily schedule to accommodate unexpected situations arising from departmental needs
- Capability of learning new programs and increasing job knowledge by participating in training opportunities
- Working knowledge of federal, state and local benefits law and strong understanding of benefit policies, procedures and practices
- Experience in Workday is preferred but not required

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## **Education and/or Experience**

- Bachelor's degree in related field
- 2-3 years' benefits administration experience in a law firm or professional services organization
- Certification in Employee Benefits (CEBS) is a plus, but not required

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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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