

Davis Polk

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Job Description

Job Title	Assistant Manager, Purchasing & Supplies
Location	New York
Department	Supplies
Reports to	Manager, Facilities
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 8:30 am – 4:30 pm (overtime as required)
Position Summary	The Assistant Manager maintains the stock of office supplies.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Supervise the supply and stock clerks tasks and daily responsibilities— Supervise the dissemination of supplies via firm's internal request ticketing program— Manage the Davis Polk online store. Monitor orders, inventory and close out information for Accounting— Compile monthly, quarterly reports as needed— Responsible for receiving, processing and filing all invoices for supplies utilizing firm software— Oversee the daily inventory of firm's paper stock— Utilize Microsoft Word templates for in-house printed signage and forms— Manage supply and requests for new printed signage— Coordinate requests for firm stationary items and assist with orders across firm— Primary responsibility for maintaining adequate supply of stocked items— Manage relationships with major supplies vendors— Work with existing vendors on sourcing and pricing new or special request items

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	<ul style="list-style-type: none">— Responsible for cleanliness and organization of firm's storage areas, supply closets and copy rooms through weekly patrols— Lead the department in developing new processes and procedures
Qualifications/Position Requirements	<ul style="list-style-type: none">— Must be able to lift and move heavy loads— Must be punctual and reliable— Strong interpersonal skills— Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive attitude— Excellent written and verbal communication skills— Ensure confidentiality of all the Firm's and clients documentation and information
Education and/or Experience	<ul style="list-style-type: none">— High School diploma— Minimum of 2 years' relevant work experience
Compensation	Commensurate with experience
To Apply	Submit resume and cover letter to: hr.ny@davispolk.com

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.