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Job Description

Job Title	Project Manager
Location	New York
Department	Information Systems - Oversight
Reports to	Information Systems Oversight Manager
Exempt/Non-Exempt	Exempt
Work Schedule	Monday through Friday 9:30 am – 5:30 pm (additional hours may be required).
Position Summary	The IS Project Manager leads a wide range of technology projects throughout the firm to include planning, budget and oversight from inception through completion. They will assist with financial oversight of the Information Systems financial spend throughout the lifecycle of various products.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Lead and kick off projects in a wide range of technology areas— Collaborate with members of various IS departments, location offices, New York departments, and users to assist with technology projects— Assists with project governance, maintaining a project dashboard for the department.— Interface and maintain effective communication with Information System Management on financial activities— Participate in various Project meetings, to address financial issues, provide appropriate guidelines for improvising the financial process and to identify opportunities for enhancements— Assist the IS Oversight Team with various administrative activities, through the usage of the Information Systems Project Management Tool
Qualifications/Position Requirements	<ul style="list-style-type: none">— Solid understanding and improvements to standard business processes including Change Management, Work Prioritization, Quality Assurance, Project Management, Financial lifecycle processes and Continuous Improvement best practices.

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	<ul style="list-style-type: none">— Ability to work and remain organized in a fast-paced complex environment; ability to multi-task, change direction, effectively prioritize, and meet deadlines.
Education and/or Experience	<ul style="list-style-type: none">— Bachelor's degree in Information Systems, Business or a closely related discipline preferred.— 5 or more years required of combined Project Management Experience— Project Management certification preferred— Possess strong interpersonal skills— Possess strong business/technical oral and written communication skills
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.