

Davis Polk

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Job Description

Job Title	Coordinator, Benefits
Location	New York, NY
Department	Human Resources
Reports to	Senior Specialist, Benefits
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
Position Summary	The Benefits Specialist will assist in the day-to-day benefits administration and eligibility issues for benefits plans.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— COBRA and Retiree benefit administration— Review and process benefit enrollments and changes in Workday. Follow up with employees as needed.— Follow up with HRIS and Payroll regarding Workday discrepancies.— Serve as a liaison between employees and insurance carriers to resolve claim issues as necessary.— Assist in preparation and invoice processing for benefits programs.— Assist with employee benefit questions.— Support Benefits team with special projects and other responsibilities as assigned.— Perform other responsibilities and duties as assigned by management.
Qualifications/Position Requirements	<ul style="list-style-type: none">— Proficient in Excel and Word. Experience in Workday is preferred but not required.— Ability to manage and prioritize multiple assignments with competing deadlines.— Detail oriented with well-developed analytical, research and problem solving skills.

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- Strong verbal and written communications skills as well as solid interpersonal skills.
- Excellent organizational skills with careful attention to detail and timely follow-through.
- Ability to interact at all levels and build relationships across a diverse internal client base.
- Flexibility in daily schedule to accommodate unexpected situations arising from departmental needs.
- Update job knowledge by participating in internal training opportunities.

Education and/or Experience

- 1-3 years benefits experience in a law firm or professional services organization.
- Bachelor's degree in related field
- Certification in Employee Benefits (CEBS) a plus, but not required.

Compensation

Davis Polk offers a competitive salary and benefits package.

To Apply

Send cover letter and resume 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.