

Davis Polk

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Job Description

Job Title	Structured Products Analyst
Location	New York
Department	Corporate Legal Assistants
Reports to	Manager, Corporate Legal Assistants
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
Position Summary	<p>Davis Polk is currently seeking entry-level Structured Products Analysts for our highly specialized Structure Products group. We are seeking candidates with strong academic credentials, a concentration/experience in Economics and/or Business and STEM (Science, Technology, Engineering and Mathematics) is a plus. Successful candidates will have an opportunity to expand both their quantitative and qualitative skills and gain an understanding of a niche area of corporate law. Structured Products Analysts assist attorneys as they advise financial institutions on numerous types of structured products transactions. The structured products include synthetic exchangeable securities and other equity, commodity and currency linked products. Please submit your resume, cover letter, transcript and short writing sample.</p>
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">– Draft correspondence and documentation with accuracy under attorney supervision– Revise, proofread and distribute draft agreements and other transactional documents– Gather, organize and maintain precedent collections– Conduct factual research assignments and draft memoranda– Assist in the compilation and creation of presentations and memoranda– Coordinate with internal and external working groups to facilitate transaction execution

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- Monitor the filing of documents with the Securities and Exchange Commission and with stock exchanges
- Maintaining an organized directory and database of all deals
- Overseeing the deal flow process
- Steering transaction through various stages of review and correctly incorporating all comments
- Ensuring the completion of each deal filing ahead of client deadlines and keeping clients informed if deadlines cannot be met
- Keeping attorneys informed as to transaction status, deadlines and any changes
- Establishing positive working relationships with the client and with the shelf team

Qualifications/Position Requirements

- Ability to manage a varied workload, meet deadlines, and work well under pressure
- 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 attorneys and staff, demonstrating strong teamwork and a positive attitude
- Excellent written and verbal communication skills
- Ability to proofread typed material for typographical, spelling and grammatical errors
- Ensure confidentiality of all the Firm's and clients documentation and information

Education and/or Experience

- Bachelor's degree with a strong academic record is required

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.