

Davis Polk

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Job Description

Job Title	Assistant Manager – Recruiting, Corporate Legal Assistants
Location	New York
Department	Corporate Legal Assistants
Reports to	Senior Manager, Corporate Legal Assistants
Exempt/Non-Exempt	Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (additional hours may be required)
Position Summary	The Assistant Manager – Recruiting, Corporate Legal Assistants (“CLA”) supports the Senior Manager of the department in recruiting, hiring, and onboarding activities for the Firm’s 70+ CLA team. The Firm is seeking an energetic, proactive individual who is excited about supporting and further developing the recruiting activities of a fast-paced, growing and evolving department.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">– Manage department recruiting priorities in consultation with Senior Manager, CLA– Perform an active, hands-on role with respect to day-to-day recruiting activities, including reviewing candidate submissions, conducting initial interviews, overseeing subsequent rounds of interviews, reviewing interviewer feedback, and making hiring recommendations– Manage job postings– Develop and maintain positive, productive relationships with career services offices at universities and other sources of pipeline for candidates– Develop new strategies and programs to attract candidates– Interact with candidates, answering questions and promoting the firm– Maintain candidate files and appropriate documentation around recruiting process

- Assist Human Resources with completion of hiring process, including the administration of the firm's background and conflict check process
- Partner with Human Resources to develop and administer onboarding, orientation, and initial training of new hires
- Maintain knowledge of and comply with firm policies
- Attend ongoing in-house managerial training seminars
- Keep abreast of latest developments in the paralegal industry through such organizations as IPMA (International Paralegal Manager's Association) and ALA (Association of Legal Administrators)
- Foster and maintain a positive working relationship with Attorneys, Senior Manager - CLA, Coordinators, CLA team, and colleagues in other departments
- Assist with departmental and firm initiatives as requested

Qualifications/Position Requirements

- Sincere interest in supporting the recruiting needs of a growing organization
- Strong interpersonal and leadership skills
- Excellent organizational skills and attention to detail
- Ability to thrive in a fast-paced environment and to balance competing priorities
- Excellent written and verbal communication skills
- Creativity, strong problem-solving skills and sound judgment
- Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive and proactive attitude
- Proficient in MS Office applications and other software as needed
- Ensure confidentiality of the firm's and clients' documentation and information

Education and/or Experience

- Four year college degree required
- Prior personnel management, recruiting, or HR experience preferred
- Recruiting and/or HR experience is a plus

Compensation

Commensurate with experience

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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.