

Davis Polk

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit davispolk.com.

Job Description

Job Title	Facilities Coordinator
Department	Facilities
Reports to	Facilities Assistant Manager
Exempt/Non-Exempt	Non-exempt
Work Schedule	Monday through Friday, 9:30 a.m. to 5:30 p.m.
Position Summary	The Facilities Coordinator assists in the office allocation of exterior and interior offices and workspaces and their appropriate equipping and furnishing, in addition to assisting with facilities projects.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Assist Recruiting with coordination of attorney office assignments and moves and HR for business services personnel— Assist with assignment of offices, cubicles and work space for business services personnel— Coordination of weekly move chart for attorney and business services personnel arrivals, moves and departures— Coordination of attorney relocations to Davis Polk offices worldwide, including submitting invoices to accounting— Coordination and tracking certificates of insurance— Coordination of visitor office space— Inspection of the physical condition of the space by creating a “walk-through” calendar and by performing “walk-throughs”— Coordination of the furnishing/equipping of offices and other work space in advance of move-in— Assist with the coordination and decoration of counsel and partner offices— Assist Facilities Department with new and ongoing projects

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- Assist Maintenance and Supply Department with new and ongoing projects
- Assist in the planning and coordination of special conference center and firm events
- Develop and/or refine systems and procedures for the effective and efficient execution of these responsibilities

Qualifications/Position Requirements

- Self-starter with strong communication, interpersonal and organizational skills
- Familiarity with law firm operations and culture
- Strong verbal and written communication skills
- Must be punctual and reliable
- Proficient in MS Word, Excel, PowerPoint, Outlook and other applications as needed
- Ensure confidentiality of all the Firm's and clients documentation and information

Education and/or Experience

- At least 2 years' experience in the area of law office facilities
- College degree preferred

To Apply

Send cover letter and resume to: hr.ny@davispolk.com

Compensation

Commensurate with experience

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.