

# Davis Polk

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## Job Description

<b>Job Title</b>	Specialist, Business Services Recruiting
<b>Department</b>	Human Resources
<b>Reports to</b>	Senior Manager, Human Resources
<b>FLSA</b>	Non-Exempt
<b>Work Schedule</b>	Monday-Friday, 9:30 a.m. to 5:30 p.m., longer hours may be required
<b>Position Summary</b>	The Recruiting Specialist will assist the Senior Manager, Human Resources with research, development and implementation of effective recruiting and staffing strategies to attract a diverse pool of qualified business services professionals for the firm.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>— Manage the firm's business services professionals open positions posted on social media, with an emphasis on LinkedIn, to include managing LinkedIn Recruiter, posting and updating open positions on social media sites</li><li>— Develop social media strategies to attract and recruit prospective applicants</li><li>— Identify and implement efficient and effective recruiting methods and strategies outside agency sources.</li><li>— Mine new and existing resources (LinkedIn, Indeed) for qualified candidates</li><li>— Assist with development of our recruiting marketing including job descriptions, employee referral program and social media</li><li>— Screen resumes and job applications</li><li>— Conduct screening interviews</li><li>— Schedule applicants for interviews, track weekly recruiting list</li><li>— Proctor applicant testing as needed</li><li>— Assist with business services professionals orientation</li></ul>

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- Maintain database of potential candidates throughout the hiring process
- Network with potential hires through professional groups on social media and events
- Build relationships with past and active applicants
- Manage and update job descriptions
- Handle overall recruiting when Senior Manager, Human Resources is unavailable
- In coordination with HR team, develop retention strategies
- Produce and present analytics reports
- Perform market research and analysis and make recommendations to enhance the firm's presence and positioning on social media job postings
- Greet applicants upon arrival and escort applicants to interviews
- Enter and maintain accurate candidate information in database
- Liaise with colleges and universities regarding job fairs
- Organize and manage flow of documentation associated with on-boarding business services professionals
- Coordinate conflicts and background check procedures, including reviewing forms, contacting new hire if additional information is required, sending forms to appropriate parties
- Work with various departments to create and coordinate orientation and training schedule for new hires
- Prepare orientation packages for new hires
- Review and process agency invoices
- Assist with ad hoc projects

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**Qualifications/Position Requirements**

- Knowledge of LinkedIn and other social media platforms
  - Knowledge of New York City and State employment laws
  - Exceptional judgment and discretion
  - Self-motivated, proactive, positive, team player
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- Punctual, reliable, and flexible to work long hours as needed
- Excellent interpersonal skills
- Strong organizational skills, and a meticulous attention to detail including the ability to proofread for typographical, spelling, grammatical, and formatting errors
- Ability to prioritize and multi-task in a time-sensitive environment while maintaining the highest standards of work quality
- Good judgment and professional maturity including the ability to manage confidential information with the utmost discretion
- Proficient in Word, Excel, PowerPoint, Outlook and other applications as needed

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**Education and/or Experience**

Minimum 2-3 years of recruiting experience, with a focus in social media

Experience at a law firm, recruiting agency or other professional services firm preferred

Bachelor's degree

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**Compensation**

Commensurate with experience

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**To Apply**

Send cover letter and resume to: [hr.ny@davispolk.com](mailto:hr.ny@davispolk.com)

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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.