

# 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](http://davispolk.com).

## Job Description

<b>Job Title</b>	Senior Manager, Facilities
<b>Location</b>	New York
<b>Department</b>	Facilities
<b>Reports to</b>	Director, Special Projects
<b>Exempt/Non-Exempt</b>	Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
<b>Position Summary</b>	Manage leasing, construction, and other special projects in New York and other Davis Polk offices worldwide
<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>– Tracking critical lease dates for all offices</li><li>– Reviewing leases and providing lease comments</li><li>– Review construction documents and providing comments</li><li>– Evaluating space requirements and approaches to address them</li><li>– Working with brokers, outside real estate lawyers to develop proposals and lease documents for firm management</li><li>– Managing architects, contractors, and other consultants on major renovations or new construction</li><li>– Working with Executive Director and Chief Administrative Officer on other significant projects as necessary, including business continuity and sustainability</li></ul>
<b>Qualifications/Position Requirements</b>	<ul style="list-style-type: none"><li>– Familiarity with real estate and leasing required. Must be able to read and understand leases and other contracts/legalese. Real estate/legal background preferred</li><li>– Excellent communication skills</li><li>– Self-motivated</li><li>– Experience managing large construction projects</li></ul>

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	<ul style="list-style-type: none"><li>– Available to travel extensively as necessary</li></ul>
<b>Education and/or Experience</b>	<ul style="list-style-type: none"><li>– BA or BS minimum; JD or MBA preferred</li><li>– Minimum of 5-7 years at professional services firm, preferably law firm</li></ul>
<b>Compensation</b>	Commensurate with experience
<b>To Apply</b>	Submit resume and cover letter to: <a href="mailto:hr.ny@davispolk.com">hr.ny@davispolk.com</a>

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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.