

Davis Polk & Wardwell LLP is a New York-based, international law firm with more than 900 lawyers in offices located in New York, Northern California, Washington, D.C., London, Paris, Madrid, Hong Kong, Beijing, Tokyo and São Paulo. Since its founding more than 165 years ago, Davis Polk has established itself as the firm of choice for major corporations and financial institutions worldwide on their most complex and often precedent-setting transactions and significant litigation matters of all kinds. Our lawyers are recognized globally among the very top practitioners in their respective fields, and our non-legal professional staff shares the same commitment to excellence and service that has long been the hallmark of our firm.

Job Description

Job Title	Assistant Office Administrator
Location	Menlo Park
Department	Office Administration
Reports to	Office Administrator – Menlo Park
Exempt/Non-Exempt	Exempt
Work Schedule	Monday to Friday, 9:00 am to 5:00 pm (longer hours may be required)
Position Profile	The Assistant Office Administrator works closely with the Office Administrator to manage the day-to-day operations of the office in all capacities.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Manage Administrative Assistants, Office Services and Reception Departments.• Maintain thorough knowledge of the Firm's policies and procedures and recommend and implement updates and changes.• Assist the Office Administrator in maintaining the Northern California Lawyers and General Staff Handbooks.• Weekly meetings with Office Administrator re status, operations and productivity of support services.• Promote both internally and externally good HR practices and demonstrate a working knowledge of CA and local employment laws.• In conjunction with the Office Administrator, conduct disciplinary meetings, issue verbal and written warnings.• In conjunction with the Office Administrator, conduct staff evaluations and recommend salary adjustments.• Liaise with preferred recruiting agencies for all general staff recruiting.• Conduct recruitment interviews and making hiring and salary

recommendations.

- Conduct orientation and training for new employees.
- Assign administrative assistant work overflow and coordinate special projects.
- Respond to lawyer requests and work with legal staff to address office needs.
- Monitor attorney-administrative assistant staffing ratios and workflow.
- Assume all Office Administrator duties (including office operations, human resources, facilities, accounting and computer support) when Office Administrator is unavailable

Qualifications/Position Requirements

- Strong operational, leadership, organizational, technical, and interpersonal skills.
- Must be able to work collaboratively with lawyers and staff, demonstrating teamwork and a positive attitude.
- Flexibility in daily schedule to accommodate unexpected situations.
- Thorough knowledge of local labor law and office operations.
- Demonstrate good judgment.
- Must be punctual and reliable.
- Excellent written and verbal communication skills.
- Experience with Workday preferred.
- Proficient in MS Word, Excel, PowerPoint, Outlook and other applications as needed.
- 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.
- Minimum of 5 years' office management experience in a professional firm environment.
- Minimum of 3 years managing and supervising client service departments.

Compensation

Commensurate with experience.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.