

Davis Polk & Wardwell LLP is a New York-based, international law firm with more than 900 lawyers in offices located in New York, Menlo Park, Washington, D.C., London, Paris, Madrid, Hong Kong, Beijing, Tokyo and São Paulo. Since its founding over 160 years ago, the firm has worked on a broad range of important and complex business and financial transactions, as well as significant civil litigation. Davis Polk has long been recognized as an innovative leader in the provision of quality legal services. Davis Polk has also developed extensive experience in major international business transactions and regularly works with companies based throughout the world.

Job Description

Job Title	Office Administrator
Location	Washington, D.C.
Department	Administration
Reports to	Office Head – Washington, D.C. Director of Human Resources
Exempt/Non-Exempt	Exempt
Work Schedule	Monday to Friday, 9:30 am to 5:30 pm (although longer hours may be required)
Position Summary	In collaboration with the Washington office partners and senior management in New York, this role has a broad range of responsibilities with emphasis on operations, including facilities management, overall personnel development and administration, and recruiting for support staff. The Washington Office Administrator will be responsible for the efficient and effective functioning of the office, to include collaboration with the lawyers to ensure support services and adherence to the firm's standard of excellence as well as its policies and procedures.
Essential Duties and Responsibilities	Typical responsibilities include, but are not limited to, the following: <ul style="list-style-type: none">• Assist in the development, coordination and implementation of the office's business plan• Coordinate all office operations and practice support functions including, secretarial, reception, library, records, and other office services• In collaboration with the firm's Security department establish and maintain emergency procedures• In collaboration with the firm's Director of Human Resources, manage all aspects of local human resources functions including, recruitment, orientation, training, compensation, benefits, performance evaluations and development, relocation of legal staff, communication and administration of all firm policies, especially those related to client confidences• Oversee the office's facilities including, maintenance of broker relationships and space design, utilization, maintenance and renovation• Manage purchasing and vendor services to ensure value and efficiency

Qualifications/Position Requirements

- In collaboration with the firm's Global Director of Information Technology, oversee the local integration of technical up-grades and changes and provision of general IT support
- Provide regular management reports and analysis to the local Office Head and to senior management in New York
- Ensure full compliance with all of the registration, reporting and other requirements of the local legal authorities/bar associations

Education and/or Experience

- Strong operational, leadership, organizational, technical, and interpersonal skills
 - Excellent communication skills, both written and verbal
 - Able to prioritize assignments in a very busy environment
 - Working knowledge of local labor and employment law and related issues
 - Creative thinker with proven problem solving ability and excellent human resources skills.
 - Critical factor for success will be the ability to work in a flat organization, where decisions are made based on a consensus approach, and indirect influence skills are of paramount importance
 - Strong work ethic and flexibility to meet the demands of the position
- University degree required
- Substantial office management experience, preferably in a law firm environment

Compensation

Commensurate with experience.