

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	Human Resources Senior Specialist
Location	New York, NY
Department	Human Resources Department
Reports to	Human Resources Manager
Exempt/Non-Exempt	Non-exempt
Work Schedule	Monday through Friday, 9:30 a.m. to 5:30 p.m. (additional hours may be required).
Position Summary	<p>The Human Resources Senior Specialist will be responsible for performing HR-related duties on a professional level and works closely with HR management in supporting recruiting efforts, DPWellness program efforts, onboarding, employee relations, training, performance management, and policy implementation. This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the firm.</p>
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Provide general organizational support to the Human Resources Department.• Conduct recruitment efforts, including posting jobs, resume screening and interviewing.• Work closely with managers to gain a comprehensive understanding of the firm's hiring needs.• Partner with HR management to design, refine and implement innovative recruiting strategies.• Stay active with current job boards and platforms to identify viable candidates.• Responsible for promoting and coordinating DPWellness programs and assisting with the development of a wellness strategy including blood

drives, flu shot clinics, J.P. Morgan Corporate Challenge, etc.

- Conduct orientation for legal and non-legal personnel
 - Support HR leadership with the implementation of strategic and operational HR initiatives.
 - Conduct exit interviews, analyze data and make recommendations to the management team for corrective action and continuous improvement.
 - Professionally answer and place telephone calls; take accurate and complete messages and direct inquiries appropriately.
 - Support the development of HR communications and ensure materials are updated accordingly.
 - Represent management by communicating and obtaining information; following-up on delegated assignments; knowing when to act and when to refer matters accordingly.
 - Partner with employees and management to communicate various human resource policies, procedures, laws, standards and other government regulations.
 - Maintain client confidence by keeping information confidential.
 - Update job knowledge by participating in internal and external training opportunities.
 - Act as a positive role model to HR team to encourage a collaborative and innovative work environment.
 - Enhance department and organization reputation by accepting ownership for accomplishing new requests and exploring opportunities to add value to job accomplishments.
 - Maintain strong working relationships with vendors ensuring that they are meeting business objectives.
 - Flexibility in daily schedule to accommodate unexpected situations arising from departmental needs.
 - Perform other duties and responsibilities as requested for successful operation of the department.
- Qualifications/Position Requirements**
- Ability to follow up and see a task through to completion, proven problem solving skills.
 - Project management skills with the ability to coordinate and prioritize multiple projects, analyze data and process and communicate

recommendations.

- Must demonstrate consistent initiative, leadership and collaboration skills to succeed and work in a team environment.
- Must be punctual and reliable; professional and dependable.
- Knowledge of MS Word, Excel, PowerPoint, Outlook and other applications as needed.
- Familiarity with job boards (LinkedIn, CareerBuilder, etc.)
- Must demonstrate excellent interpersonal skills in order to communicate and follow instructions to effectively provide optimum support to a diverse group.
- Excellent written and verbal communication skills.

Education and/or Experience

- Bachelor's degree in human resource management, business or a related field or equivalent education, training and experience.
- Three to five years of experience in a human resource generalist and/or recruiting role.

Compensation

Commensurate with experience

To apply

Send cover letter and resume to Jackie Nunez, Human Resources Manager, jackie.nunez@davispolk.com

The above description is intended for general information purposes for the job requirements and duties of the Human Resources Senior Specialist position. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.