

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 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	Business Development Assistant
Location	London
Department	Business Development
Reports to	Business Development Manager - Europe
Exempt/Non-Exempt	Non-exempt
Work Schedule	Monday to Friday, 9:30 am to 5:30 pm (additional hours and flexibility may be required)
Position Summary	<p>The Business Development Assistant will work closely with the Business Development Manager and the lawyers in our London, Madrid and Paris offices to be the primary contact for pitching and proposals in Europe and to support all other business development efforts in Europe, including all aspects of business development, marketing, communications and press relations and coordinate additional support and resources as needed with the global Business Development teams in New York, Northern California and Asia.</p>
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Responsible for coordinating responses to RFPs, creating (drafting original content, proof reading, printing) pitches, presentations and other marketing materials specific to client, practice groups and industries. Assist in tracking results and preparing responsive reports and analyses incorporating recommendations for increasing effectiveness• Maintain existing pitch and proposal collateral/precedent materials in coordination with our firm brand standards• Participate in keeping databases and credentials lists current for European business development• Edit, update, and maintain practice marketing materials (brochures, presentations, web content, lawyer biographies) in conjunction with core BD team; ensuring all information are kept up-to-date• Coordinate the scheduling and prepare draft submissions for various legal directories, league tables, awards and related industry guides

- Participate in the production and presentation of client development events
- Assist in the preparation of statistical data used in competitive analysis and charting of trends, including quarterly analysis and reporting of business development activities and pitch statistics
- To work with the Business Development Manager and New York to provide seamless business development support to the European practice

Qualifications/Position Requirements

- Ability to manage a varied workload and meet deadlines
- Proactive, persistent, robust, commitment to 'getting the job done'
- Excellent in MS Word, Excel, PowerPoint, Outlook and other applications as needed
- Strong interpersonal skills
- Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive attitude
- Excellent written and verbal communication skills, with exceptional attention to detail
- Ensure confidentiality of all the Firm's and clients documentation and information
- Strong work ethic and flexibility to meet the demands of the position

Education and/or Experience

- Bachelor's degree
- Minimum of 1 years' experience within a professional services environment (law firm experience preferred)

Compensation

Davis Polk offers a highly competitive salary and benefits package.