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Job Description

Job Title	Benefits Specialist
Location	New York, NY
Department	Human Resources
Reports to	Benefits Manager
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am to 5:30 p.m. (additional hours may be required).
Position Summary	The Benefits Specialist will assist in the day-to-day benefits administration and eligibility issues for U.S. benefits plans.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Assist in filing claims for leave of absence programs, including but not limited to disability, worker's compensation, paid family leave and FMLA.• Review and process accommodation requests.• Assist with the COBRA/Retiree administration process.• Prepare and process invoices for benefits programs.• Assist with employee benefit questions.• Support Benefits team with special projects and other responsibilities as assigned.• Perform other responsibilities and duties as assigned by management.
Qualifications/Position Requirements	<ul style="list-style-type: none">• Working knowledge of federal, state and local benefits law and strong understanding of benefit policies, procedures and practices.• Ability to manage and prioritize multiple assignments with competing deadlines.• Proficient in Microsoft Suite applications, including but not limited to Excel, PowerPoint, Word. Experience in Workday is preferred but not required.• Detail oriented with well-developed analytical, research and problem solving skills.

- Strong verbal and written communications skills as well as solid interpersonal skills.
- Excellent organizational skills with careful attention to detail and timely follow-through.
- Ability to interact at all levels and build relationships across a diverse internal client base.
- Flexibility in daily schedule to accommodate unexpected situations arising from departmental needs.
- Update job knowledge by participating in internal training opportunities.

Education and/or Experience

- 2-3 years benefits experience in a law firm or professional services organization.
- Bachelor's degree in related field
- Certification in Employee Benefits (CEBS) a plus, but not required.

Compensation

Davis Polk offers a competitive salary and benefits package.