

Date: December 29, 2016

To: Applicants for legal support employment with Debevoise & Plimpton LLP

From: Human Resources

Thank you for inquiring about legal support employment opportunities with Debevoise & Plimpton LLP. We are currently recruiting for a Corporate Entry-Level or Mid-Level Legal Assistant and a Corporate Analyst in the New York office. Detailed job descriptions follow this page.

*Debevoise & Plimpton LLP is an equal opportunity/affirmative action employer. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, or national origin or any other legally protected category in accordance with U.S. law. Applicants seeking an accommodation please see "Request an Accommodation" under Additional Information on the Working Here section at [www.debevoise.com](http://www.debevoise.com).*



## **CORPORATE LEGAL ASSISTANT – ENTRY LEVEL/MIDLEVEL**

### **LEGAL SUPPORT SERVICES**

Debevoise & Plimpton LLP is a premier law firm with market-leading practices, a global perspective and strong New York roots. Our clients look to us to bring a distinctively high degree of quality, intensity and creativity to resolve legal challenges effectively and cost efficiently. We believe in hiring talented and dedicated individuals as members of our administrative community. We draw on the strength of our culture and structure to deliver the best of our firm to our lawyers and clients through true collaboration. The firm is seeking a full-time entry or midlevel **Corporate Legal Assistant** to join the Investment Management team. An unquestioned global leader in this practice, Debevoise's global private equity funds group is one of the largest in the world. This position offers excellent experience for those who are contemplating law school in two years. Experienced midlevel legal assistants are also encouraged to apply.

### **RESPONSIBILITIES INCLUDE but are not limited to:**

- Drafting and revising basic corporate documents
- Tracking and reviewing investor subscription documents
- Coordinating with clients, lawyers, government agencies, service companies, vendors and firm staff
- Preparing Side Letters and Audit Letters
- Assisting with Most Favored Nations Election forms
- Finalizing materials for and assisting at closings
- Fulfilling post-closing responsibilities, including closing set completion and distribution
- Contributing to knowledge management efforts within practice group

### **REQUIREMENTS:**

The ideal candidate will play a proactive role fostering collaboration, teamwork, clear communication and a solutions-oriented approach on deal teams and with staff. Successful candidates will be motivated, work efficiently without direct supervision, take ownership of discrete projects and develop specialized expertise that is valuable to their practice area.

- Bachelor's degree with a minimum 3.5 grade point average
- Willingness to make a two year commitment to the firm (longer tenure also welcome)
- Excellent interpersonal, written and oral communication skills
- Strong organizational skills and attention to detail
- Ability to prioritize requests under time pressure and to handle multiple important tasks
- Availability to work overtime on nights and weekends

### **PREFERRED QUALIFICATIONS:**

- Comfort level with Microsoft Office applications

### **TO APPLY:**

This position is for immediate hire, Spring 2017 graduates will not be considered because of timing. Please mention where you saw this position posted when applying. Send cover letter, resume and salary history/requirements to:

**Human Resources**  
**aesteven@debevoise.com**  
212.909.6033 (fax)  
212.909.7388 (TTY only)

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**CORPORATE ANALYST, INVESTMENT MANAGEMENT GROUP**  
**LEGAL SUPPORT SERVICES**

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**Responsibilities include but are not limited to:**

- Prepare Transfer Agreements, including negotiating terms and turning comments.
- Coordinate all AML and tax materials.
- Prepare NDA's.
- Develop practice area knowledge, assist with business development efforts, contribute to general and practice specific trainings.
- Coordinate with clients, lawyers (including local counsel), service companies, and firm staff at all levels.
- Review new matter memos/conflict checks.
- Assist with budgeting and billing.
- Assist with other Knowledge Management projects as necessary.

**Requirements:**

- J.D. from accredited American law school; foreign law degree with admission to a U.S. bar acceptable.
- Excellent interpersonal and communication skills, professional manner for client interactions.
- Ability to take ownership of discrete projects and be able to work without direct supervision.
- Strong attention to detail and organization skills.
- Ability to work under pressure and to meet deadlines, both on own and in a team.
- Ability to work overtime.

**Preferred Qualifications:**

- Corporate experience, ideally in a large law firm.

**TO APPLY:**

A resume AND cover letter are required to apply for this position. Please tell us your salary requirements and where you saw this position posted. Send required materials to:

**Human Resources**

Debevoise & Plimpton LLP  
919 Third Avenue, 28<sup>th</sup> Floor  
New York, NY 10022  
[aesteven@debevoise.com](mailto:aesteven@debevoise.com)  
212.909.6033 (fax)  
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