

DEBEVOISE & PLIMPTON LLP

SPECIAL EVENTS COORDINATOR

We are an international law firm headquartered in New York seeking a Special Events Coordinator to become an integral part of a marketing department within an Amlaw 20 firm. The Special Events Coordinator will manage and coordinate the production of the firm's seminar programs, client development and social events, speaking engagements, sponsorships, general client entertaining and internal events.

RESPONSIBILITIES INCLUDE but are not limited to:

Client Seminars

- Develop seminar ideas in collaboration with the business development team and the partners
- Develop timeline and milestones for event
- Draft invitations, save the dates and follow-up correspondence
- Track RSVPs
- Develop budget for events as necessary
- Coordinate development of materials, PowerPoint presentations and other collaterals
- Coordinate logistics including room and food set-ups, AV, etc.
- Schedule and coordinate presentation rehearsals
- On-site seminar management
- Post-event follow-up work including follow-up correspondence

Client Entertainment, Internal Events and Special Partner Projects

- Develop event ideas and budget
- Book venues, negotiate pricing, and coordinate with venues
- Invitation development. Develop gift ideas.
- Manage event timeline and milestones
- Book special venues for particular client events
- Track RSVPs
- On-site event management, and post-event follow-up as necessary.

Additional Responsibilities

- Identify, coordinate and promote outside speaking engagements and sponsorships
- Understand the firm's market offerings and practice areas and their target business markets

EDUCATION & EXPERIENCE REQUIREMENTS:

The ideal candidate is organized and detail oriented with the ability to multi-task and possesses strong administrative skills. Excellent interpersonal skills are fundamental.

- Bachelors Degree
- Minimum of 1-2 years in event planning required
- Exceptional oral and written communication skills
- Must be available to work overtime evenings and weekends
- Knowledge of databases and MS Office is required

Preferred:

- Event experience in NYC market strongly preferred
- Law firm experience is strongly preferred
- Familiarity with InterAction database is a plus

To Apply: Send cover letter, resume AND salary requirements to:

Heather D. Loeffler
HR Generalist, Debevoise & Plimpton LLP
919 Third Avenue, 28th Floor
New York, NY 10022
212.909.6033 (FAX), 212.909.7388 (TTY ONLY)
hdloeffler@debevoise.com

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DEBEVOISE & PLIMPTON LLP

MARKETING ASSISTANT (TO DIRECTOR)

We are an international law firm headquartered in New York seeking a Marketing Assistant to the Director of Marketing to become an integral part of a 30 person marketing department within an Amlaw 20 firm serving over 600 lawyers' needs. The person in this position will interact frequently with various administrative departments, as well as a high level of interaction with lawyers and vendors.

Responsibilities include but are not limited to:

- Tracking employee attendance and maintaining attendance records.
- Drafting profiles of the firm and composing submissions for various surveys and directories, including Chambers and Legal 500.
- Processing all department expenses (travel expense reports, corporate card statements, invoices, etc.).
- Updating the firm's Fact Sheets and lawyer biographies.
- Maintaining the department's internal communications documents.
- Scheduling meetings (for staff members, lawyers, clients, vendors and prospective employees).
- Responsible for all new hire and employee departure procedures.
- Conducting extensive research and analysis of charitable contributions, pro bono efforts, competitive intelligence, market research, company profiles, and targets for business development.
- Assisting with special events and seminars.
- Assisting the media team as needed.
- Assisting with special projects as needed.

Education & Experience Requirements:

- Bachelors Degree required (minimum 3.2 GPA strongly preferred).
- Excellent written and verbal communication skills are required.
- Experience in a corporate office setting performing administrative functions is required.
- Microsoft Office and research skills are required.
- Strong attention to detail is critical and must be demonstrated.

Preferred:

- Relevant experience preferred; post grad and college/internship experience will be considered.
- Experience conducting market research is strongly preferred
- Familiarity with legal reports, surveys, awards, submissions and publications is beneficial.
- Law firm experience is a significant plus.

The ideal candidate will have exceptional written and oral communications skills, exceptional attention to detail and ability to respond to highly sensitive legal inquiries. The candidate should also be able to respond to urgent inquiries in a timely fashion. Candidates must also possess a professional demeanor and strong interpersonal skills in order to interact successfully with personnel at all levels.

Please note this is an entry-level position with opportunity for growth. Ability to work overtime is expected.

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DEBEVOISE & PLIMPTON LLP

SENIOR DESKTOP ENGINEER

We are an international law firm headquartered in New York seeking a Senior Desktop Engineer to become an integral part of an Information Services department within an Amlaw 20 firm. This position develops/supports technologies that center around the desktop presentation to users as well as the server components and infrastructure that support the desktop environment. Components include the Operating System, Application Delivery, Remote Access, Management, Virtualization, etc. This position reports to the Desktop Engineering Supervisor.

Responsibilities include but are not limited to:

- Design and maintain workstation images.
- Maintain and support usage of our Citrix remote access desktop and additional applications farm.
- Maintain and troubleshoot Group Policy.
- Design automated installation processes for the workstation using ManageSoft, Microsoft's standard installer technology (MSI), and virtual streaming technologies.
- Troubleshoot desktop-related issues in coordination with other members of IS and users, when necessary.
- Engineer and maintain firm wide scripts, mainly in VBScript.
- Maintain and deploy desktop images through Altiris.
- Create and maintain applications packages in AppV (SoftGrid). (AppV is a product that allows for central deployment of applications in virtual "bubbles".)
- Act as technical lead for less experienced desktop engineers.
- Monitor and deploy automatic updates through WSUS.
- Keep up-to-date on patches and security fixes available for our workstation Operating System.
- Monitor and administer AppSense (a product that blocks the running of executable files that are not pre-approved.)
- Recommend ways of improving our desktop architecture.
- Other duties as deemed appropriate by the Desktop Engineering Supervisor or the Applications and Desktop Engineering Manager.

Requirements:

The ideal candidate possesses excellent interpersonal skills and a professional demeanor to interact successfully with lawyers and staff at all levels, and to work as a team with other members of the IS department and users as necessary to troubleshoot desktop-related issues. Must possess excellent independent project management skills.

- Three years minimum experience working with desktop imaging and application deployment software (preferably MSI, ManageSoft, Altiris, AppV).
- Must have experience with Active Directory and Group Policy maintenance.
- Must have excellent knowledge of workstation Operating Systems and how applications should be installed on them (currently Windows XP & Citrix).
- Must have knowledge of Windows 7 including how to properly install applications on such.
- Experience maintaining a Citrix Remote Access Desktop and Published Applications - Presentation Server, Xen Desktop and Xen App knowledge preferred.

Preferred:

- Bachelors degree preferred
- MSI, ManageSoft, Altiris, AppV
- Proficiency with VBScript
- Experience with Microsoft WSUS for deployment of OS patches
- Presentation Server, Xen Desktop, Xen App

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NETWORK OPERATIONS CENTER ENGINEER

Evening Shift (Mon- Fri: 4pm- Midnight)

We are an international law firm headquartered in New York seeking a Network Operations Center (NOC) Engineer, reporting to the Supervisor of Network Operations. The NOC is the only group in I.S. that is staffed 24 x 7 x 365 days a year. The Network Operations Center (NOC) Engineer is a junior to mid-level engineering position.

Responsibilities include but are not limited to:

- Every aspect of the day-to-day operations of the Firm's global network, data center local area network, servers, computing infrastructure, as well as the integrity of the Firm's data and application run-time environments.
- Assist users and other I.S. personnel over the phone and via e-mail. Customer service and prompt attention to users' needs is expected.

Requirements:

The ideal candidate will have excellent incident management, communication (written and verbal) and troubleshooting skills. Must be able to work without direct supervision. Experience supporting all aspects of a Microsoft Windows network including Microsoft and third-party applications, Windows servers, WAN, and LAN connectivity is required.

- 1-3 years of network operations experience in a midsize to large environment
- Windows 2000 and 2003 support experience
- Exchange 2000 support experience
- Experience with network monitoring tools (MOM, What's Up, PRTG)
- Basic network troubleshooting skills (ping, tracert, nslookup, etc.)
- Knowledge of Windows infrastructure services (WINS, DNS, Active Directory)

A willingness to work any shift, including weekends and holidays, is expected. The candidate will have a 4pm to midnight schedule, but will be expected to assist with coverage when other engineers are unavailable.

Preferred:

- Law firm support experience
- Customer Support experience a +
- Basic Microsoft SQL 7, 2000, and 2005 support experience
- OpenText DOCSSOpen support experience
- Blackberry 3.6 and 4.x support experience
- Citrix and RSA support experience
- BackupExec experience

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DEBEVOISE & PLIMPTON LLP

CORPORATE STAFFING COORDINATOR

We are an international law firm headquartered in New York seeking an energetic self-starter to join our New York Professional Development Group. The position will be titled Corporate Staffing Coordinator or Assistant Manager of Professional Development - Corporate Department, depending on the level of experience. The incumbent in this position will be responsible for all staffing requests for partners, counsel and associates in the corporate department and will assemble deal teams based on associates' skill sets, availability and overall fit. This position is also responsible for a broad range of Corporate Department human resource and professional development matters and duties. This position reports to the Manager of Professional Development- Corporate Department.

Responsibilities include but are not limited to:

- Handle corporate staffing requests.
- Communicate with associates regarding availability, interests and concerns.
- Line up staffing assignments for all new corporate arrivals.
- Co-lead corporate partner meetings regarding staffing and associate development, and attend regularly scheduled team meetings.
- Assist with team rotation process.
- Review personnel files of incoming tax and corporate associates and international interns, updating appropriate materials.
- Assist with the evaluation process, drafting professional development sheets for associates.
- Create and distribute online surveys for corporate lawyers to assess interests in working abroad, language skills, and practice area experience.
- Assist with team placement process for new arrivals joining the Corporate Department.
- Review weekly time reports and confidential notes in the Staffing Program and follow up/comment as necessary.

Secondary responsibilities:

- Identify partner and associate advisors for incoming lawyers, and update appropriate materials.
- Assist with preparation for Annual Corporate Department Meeting.
- Assist with corporate departures and update relevant materials.

Requirements:

The ideal candidate must be able to interact professionally and confidently with partners and all other lawyers in a large and dynamic Corporate Department. A basic understanding of business concepts and terms is a plus. Strict attention to detail and an ability to handle sensitive information with discretion is an absolute must. Moreover, we are seeking an individual to join our team who is eager to learn, outgoing and able to work in a collaborative, fast-paced environment.

- Bachelors degree required.
- A minimum of two to three years of prior work experience required.
- Experience as a Corporate Legal Assistant or PD professional at a large firm strongly preferred.

We are interested in someone who views the area of training and professional development as a career choice with opportunities for personal and professional growth.

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Human Resources Generalist
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MEDIA RELATIONS COORDINATOR

We are an international law firm headquartered in New York seeking a Media Relations Coordinator to become an integral part of a media relations department within an Amlaw 20 firm. This position is responsible for coordinating internal and external media relations activities for the firm and works closely with and supports the Media Relations Manager's efforts to raise the profile of the firm through a variety of assignments and tasks. This position reports to the Media Relations Manager.

Responsibilities include but are not limited to:

- Draft and pitch press releases and other firm announcements.
- Draft briefing materials, internal announcements, reports and analyses.
- Research topics and trends in legal and business media.
- Respond to media inquiries, including directing queries to appropriate lawyers.
- Develop and pitch story ideas regarding the firm, its practices and individual lawyers.
- Cultivate relationships with key journalists in business and legal press.
- Develop targeted press lists.
- Conduct research and prepare lawyers with regard to media opportunities.
- Draft awards and other editorial submissions.
- Pitch and place bylined articles and coordinate negotiation of publication agreements.
- Provide Media Relations Manager with support on additional projects as requested.

Requirements:

The ideal candidate possesses exceptional written and oral communication skills with superior attention to detail. Must demonstrate responsiveness to media and internal constituencies and must possess a professional demeanor with strong interpersonal skills to interact successfully with lawyers and staff at all levels. The ideal candidate is self motivated and deadline oriented with discretion and professional judgment to deal with sensitive matters.

- Bachelors degree.
- Minimum of 2 years experience in media relations working with national and international media.
- Experience with online media directory services.
- Ability to identify and create proactive media opportunities.
- Ability to work a significant amount of overtime, and willingness to be available during events, early mornings, and weekends (as necessary) is expected.
- Experience with Microsoft Office Suite.

Preferred:

- Law firm experience a significant plus.
- Advanced degree in law, media or journalism a plus.
- Familiarity with legal reporters and publications a plus.
- Familiarity with legal surveys, awards and submissions.

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KNOWLEDGE MANAGEMENT CONTENT COORDINATOR

Debevoise & Plimpton LLP, an international law firm with over 700 attorneys, is one of the leading law firms in the country. Debevoise is committed to hiring dedicated and talented individuals as members of our administrative community. The firm seeks a *Knowledge Management Content Coordinator* with initiative and excellent analytical and technical skills to work in the Library and Knowledge Management Department. The position reports to the Knowledge Management Content Analyst.

Job Summary:

This position is responsible for assisting the Knowledge Management Content Analyst and the KM Group to provide rich, consistent, useful content for the firm's administrative intranet and deep links to digital content on the legal Portal. The individual in this position will have the opportunity to interact with people at all levels within the firm to advance the firm's knowledge management initiatives and will provide reference support to the Research team.

Responsibilities include but are not limited to:

- Assist the KM Content Analyst with maintenance of 400 existing alerts from various sources including Lexis Publisher, Ozmosys, Bloomberg, Westlaw Business/ Knowledge Mosaic, and Westlaw Watch: set up alerts, administer distribution lists, add or delete users and edit alerts as needed.
- Using InterAction, maintain data on the Firm's recommended counsel and generate custom reports upon attorney request. Contact Firm attorneys for follow-up information after delivery of recommendation and monitor e-mail groups for referral information to be added to the database.
- Assist in setting up and configuring practice-specific blogs and wikis.
- Assist with maintaining collection of 3,000+ links to resources from Web sites and commercial publishers on the firm's internal Portal for accuracy and currency; add and delete as needed.
- Assist with reference requests for internal information (e.g. intranet searches).
- Assist with other research tasks and projects as required.

Requirements:

The ideal candidate will understand the information needs of attorneys in a high-pressure, high-profile practice. Attention to detail is critical and the ability to work under pressure with minimal supervision is essential.

- M.L.S. from an ALA-accredited program.
- 3-4 years experience at an AmLaw 50 law library or equivalent.
- Must have proficiency with MS Office suite including Excel and Word; Lexis; Westlaw; CCH; BNA; Bloomberg; EDGAR Services (e.g. Westlaw Business/ Knowledge Mosaic).

Preferred:

- Experience using SharePoint; MS Access; FrontPage/Dreamweaver
- Familiarity with InterAction and Accutrac.

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