

# Associate Director - Procurement

**PeopleSoft Job Code / Title:** TBD  
**Department / Subdepartment:** Global Finance / Procurement  
**Organizational Relationship:** Reports to Director  
**FLSA Status:** Exempt  
**UCM Level:** N/A  
**Last Updated:** 9.4.25

## Department / Subdepartment Overview

The Global Finance department provides comprehensive financial management and strategic support across our global operations. The department ensures the financial health and sustainability of the firm, enabling us to deliver exceptional legal services to our clients worldwide.

## Role Overview

The Associate Director - Procurement is a leader of the firm's global procurement function. This role is responsible for direct management of the Procurement team and provides support and guidance to those personnel, outside of the procurement function, who are involved in contracting, buying, and other spend activities. This role drives the procurement function to maturity, executes on the transformation of the function, drives spend optimization, and is viewed as a strategic business partner of the firm. The Procurement function encompasses team members in procurement operations, strategic sourcing/category management, contracts administration, and asset management (physical goods) roles.

A key responsibility of this role includes negotiating more significant commercial contracts while interacting with the firm's general counsel office and vendor risk management function to ensure the firm's interest are covered in such negotiated agreements. This role works closely with the Director of Global Procurement & Expense Management and other senior leaders to make recommendations for the firm to identify, define, develop, and implement policies, procedures, and strategies that are consistent with procurement best practices and the established goals and objectives of the firm.

## Essential Duties and Key Responsibilities

*"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.*

1. Ensures all procurement developments and procedures are designed and created to support firm strategy, reduce spend, and provide effective process and systems to support contracting and buying activities
2. Provides strategic direction and support to the firm regarding the following areas: supplier and risk management, contract negotiation, procurement operations (procure-to-pay), category management / strategic sourcing, contracts administration, asset management, and analytics regarding these areas
3. Leads firm wide procurement related projects to completion
4. Builds and sustains a high-performing procurement organization and team
5. Communicates procurement activities and vision/roadmap to all relevant stakeholders in the organization on a regular basis
6. Develops and manages a vendor management program in partnership with business stakeholders, the vendor risk management function, and a global accounts payable team
7. Confirms and communicates vision and strategic direction; provides business context, coaching, and direction to enable the team to meet its performance targets

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8. Stays abreast of current and new procurement related tools, technologies, and market trends as they relate and are relevant to the firm
9. Ensures that the function maintains high levels of client service to the attorney and staff populations; develops and maintains key performance indicators to measure effectiveness of the function; maintains a continuous review of procedures to bring about improvements; maximizes use of technology and improves processes; acts as a lead resource for information as well as the interpretation of accounting policies and procedures
10. Manages, trains, and coaches the procurement team and other buying/contracting parties in the firm; leads the team in their professional and career development endeavors; acts as a lead resource for procurement and contract negotiation questions, issues, developments, and strategic initiatives for the firm
11. Leads and guides other firm personnel involved in negotiating contracts or buying activities including providing training in best practices, process support, and other activities in furthering the firm's policies, procedures, and objectives
12. Works with Human Capital & Talent in hiring, training, and counseling departmental employees; generates performance evaluations and recommends bonuses and salary increases
13. Liaises with other areas of the firm to develop efficient procedures and communications to streamline processes and satisfy various department needs
14. Promotes effective work practices, works as a team member, and shows respect for co-workers

### **Knowledge, Skills & Abilities**

- Excellent leadership skills; ability to lead a team (e.g., organizing, planning, problem-solving, and decision-making) necessary for effective management; ability to manage work of others to ensure compliance and accuracy
- Knowledge of project management principles and program management experience
- Ability to undertake large, long-term projects, develop alternative methods for completion, and implement solutions
- Mastery of procurement processes (sourcing and operational) in an indirect procurement landscape
- Expertise with procure-to-pay, sourcing, contract lifecycle management, and vendor risk management technology
- Experience with category management, strategic sourcing, procurement operations, and vendor risk management
- Well-developed skills in contract negotiation and procurement functions
- Well-developed and professional interpersonal and communication skills, both written and verbal; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer service focus; strong listening and relationship development skills
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to use independent judgment and discretion when making majority of decisions
- Advanced organizational skills in order to manage time well, prioritize effectively, and handle multiple deadlines
- Strong analytical skills; ability to define problems/issues while using a logical approach to develop and implement appropriate solutions
- Ability to perceive and analyze complex problems, and a capacity to make or recommend sound decisions
- Knowledge and proficiency in PC applications, including MS Office, Excel, and other computer applications

### **Position Specifications**

#### *Typical Experience*

- A minimum of ten years' experience of indirect procurement in a similar-sized organization and industry
- A minimum of seven years' experience in a procurement leadership role with demonstrated ability to effectively lead a team, with accountability, strategic planning, and budgeting

## *Education*

- Bachelor's degree required, business administration concentration preferred
- MBA or advanced degree in business, finance or supply chain or other relevant discipline preferred

## **Working Conditions and Physical Demands**

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.