

Associate Recruiting Coordinator – Global Operations

PeopleSoft Job Code / Title:	7152 / HC&T Coordinator
Department / Subdepartment:	HC&T / Associate Recruiting
Organizational Relationship:	Reports to level 3 or above
FLSA Status:	Non-exempt
UCM Level:	Level 2
Last Updated:	January 8, 2025

Department / Subdepartment Overview

Associate Recruiting is responsible for the recruitment and hiring of top talent for all associate-level positions at Latham & Watkins. This includes summer associates, stagiaires, referendars, trainees, new associates, and lateral associates. Associate Recruiting collaborates closely with firm leadership committees and various professional services departments to develop and execute our strategic associate recruiting initiatives.

Role Overview

The Associate Recruiting Coordinator – Global Operations is responsible for supporting all aspects of recruitment strategies including data analytics, recruitment technologies, global partnerships, and initiatives aligned to business goals that enhance candidate experience and operational excellence.

Essential Duties and Key Responsibilities

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

1. Supports leadership in recruiting operations, ensuring innovative and efficient processes across global platforms
2. Assists with data analytics to shape recruitment strategies, enhance candidate experience, and support business growth
3. Aids in the implementation of recruitment policies and procedures that reflect global best practices
4. Supports the management of the team’s suite of recruitment technologies
5. Provides administrative support to Global Operations and other Associate Recruiting leadership team members
6. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Well-developed interpersonal and communication skills, both written and verbal, to interact effectively at all organizational levels and work well in a team with a customer-service focus
- Ability to handle confidential and sensitive information with appropriate discretion, strong analytical skills with minimal supervision, and attention to detail for quality assurance
- Organizational skills to manage time, prioritize tasks, handle multiple deadlines, and proficiency in MS Office, applicant tracking systems, and interview platforms

Position Specifications

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Typical Experience

- A minimum of two years' experience in legal recruitment or professional services required

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Occasional travel, including both domestic and international travel, may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.