

Associate Recruiting Senior Manager – US Lateral Associates

PeopleSoft Job Code / Title: 7151 / HC&T Senior Manager
Department / Subdepartment: HC&T / Associate Recruiting
Organizational Relationship: Reports to Director
FLSA Status: Exempt
UCM Level: Level 6
Last Updated: 2.12.25

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 Senior Manager – US Lateral Associates is responsible for serving as a dynamic leader and strategic visionary, partnering with Global Department Chairs (GDCs) to revolutionize lateral associate recruitment strategies. This pivotal role focuses on inspiring team leadership and forging influential relationships to propel the firm's growth and market leadership in lateral associate hiring.

Essential Duties and Key Responsibilities

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

1. Creates overall strategies, goals, and objectives for the lateral associate recruiting team in consultation with the Directors of Associate Recruiting,
2. Acts as a strategic advisor to GDCs, managing firmwide relationships to develop and implement innovative recruitment strategies for lateral associates
3. Leads and inspires the lateral associate recruiting team, fostering a culture of engagement and motivation, and ensuring alignment with the firm's strategic vision and growth mindset
4. Builds and maintains strong relationships with a wide range of stakeholders, including headhunters and firm leadership, to support the firm's recruitment objectives and strategic initiatives
5. Guides the firm through strategic vision and change management processes, ensuring the lateral recruiting function adapts and grows in response to evolving market conditions and firm needs
6. Collaborates on the formulation of global policies and procedures
7. Oversees the development and execution of special projects, focusing on the evolution and growth of the lateral recruiting team in alignment with the firm's needs and market conditions
8. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Excellent leadership and interpersonal skills, including organizing, planning, problem-solving, decision-making, and effective interaction with all organizational levels

- Proficiency in PC applications, including MS Office, database management, and applicant tracking systems, with the ability to conduct thorough analyses and reports
- Capable of handling confidential and sensitive information with appropriate discretion

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of eight years' experience in legal recruitment or professional services required
- Three years' supervisory experience in related field preferred
- Typical years of cumulative experience; ten plus years

Education

- Bachelor's degree or equivalent required

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, potentially on short notice and including both domestic and international travel
- 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.