

Business Development Assistant – BD CORE

Department: Business Development

Organizational Relationship: Reports to the Business Development Manager II – BD CORE or Business Development Supervisor – BD CORE

FLSA Status: Non-Exempt

Last Updated: July 25, 2024

General Summary:

The Business Development Assistant – BD CORE is a member of a dedicated team positioned to provide administrative support to the global Business Development (BD) department. In this role, they collaborate with various teams within the department to execute tasks that are integral to the success of the firm's BD objectives. This role provides an opportunity to interact with colleagues across Latham's offices, as well as to train and mentor team members that support BD CORE across various administrative departments.

Essential Duties and Responsibilities:

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

1. Provides a high level of customer service to internal and external clients
2. Proactively keeps abreast of firm resources, contacts, and subject matter experts to provide alternative solutions when a request cannot be fulfilled via the designated BD CORE team or can be fulfilled more efficiently through an alternative resource
3. Enters all assigned service requests into the ServiceNow ticketing system and monitors ticket from open to close status ensuring all service level agreements are met
4. Learns Latham-specific tools and applications as necessary to perform certain research or other related job duties
5. Supports the global BD department with a suite of core services, including biography edits; client and competitor research and analysis; utilizing CapitalIQ, Pitchbook, and other publicly available resources; research for client seminars and client events; marketing collateral support, including updates to client presentations, pitch documents, directory submissions, and newsletters; CRM research, updates, and data entry; updating and producing expense and invoice reports; and document conversion and formatting (Word and PPT)
6. Assists with special projects when necessary
7. Promotes effective work practices, works as a team member, and shows respect for co-workers

LATHAM & WATKINS

Position Specifications

Education

- High School diploma or equivalent required
- Bachelor's degree or equivalent in related field preferred

Work Experience

- A minimum of one years' professional services or law firm experience preferred

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Excellent communication skills, both written and oral
- Ability to work in a team environment with a customer-service focus
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- Attention to detail and good proofreading skills
- Ability to complete all tasks and learn and retain new skills
- Ability to adapt to shifting deadlines and to thrive in a dynamic environment
- Advanced proficiency in PC applications, including the Microsoft suite: PowerPoint, Word, and Excel
- Ability to handle confidential and sensitive information with the appropriate discretion

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

- 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.