

Business Services Recruiting Coordinator

PeopleSoft Job Code / Title:	7152 / HC&T Coordinator
Department / Subdepartment:	Human Capital & Talent/Business Services Recruiting
Organizational Relationship:	Reports to the Business Services Recruiting Senior Manager or Business Services Manager
FLSA Status:	Non-exempt
UCM Level:	2
Last Updated:	07/28/2025

Role Overview

The Business Services Recruiting (BSR) Coordinator is responsible for providing administrative support related to all recruitment activities including, but not limited to coordinating interview logistics, reviewing candidate materials and video interviews, and organizing and attending meetings with internal stakeholders. The BSR Coordinator will also be responsible for providing summaries of meetings, preparing reports, liaising with candidates and external vendors, gathering, collating and distributing interview feedback to ensure a seamless interview process and a high level of service to all involved.

Essential Duties and Key Responsibilities

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

- Assists with all phases of the recruiting process, including managing candidate correspondence and setting up interviews and assessments
- Manages interview logistics with candidates, hiring managers, and vendors proactively, displaying strong attention to detail and working proactively to overcome operational and scheduling challenges, and communicates effectively with the relevant parties at all times
- Communicates with candidates via email and telephone to organize interview preparation calls, confirm interview logistics and reach out as required throughout the recruiting process
- For the entirety of the recruiting life-cycle, organizes operationally-required meetings (discovery, intake, calibration and others) with hiring managers and other stakeholders, producing agendas and meeting summary notes
- Provides other administrative support during the recruiting life-cycle as required. Including but not limited to job description administration, the production of candidate trackers, HireVue creation and administration, and others
- Produces Behavioral Based Interview (BBI) proposals in collaboration with BSR colleagues and distributes them to relevant stakeholders
- Solicits, collates and presents interview feedback
- Books interview-related travel and processes all related expenses
- Assists with ad hoc tasks and special projects to ensure a seamless recruitment process.,
- Participates in project and initiative teams that may focus on, but are not limited to process efficiency, data management and analytics, recruitment technology, and inclusion, opportunity, and community.
- Promotes effective work practices, works as a team member, and shows respect for co-workers

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 verbal
- High attention to detail
- Excellent customer-service skills
- Proficient project management skills (e.g., organizing, planning, problem-solving and decision-making)
- Ability to perceive and analyze problems and develop alternative strategies to solve them
- Ability to work in a team environment with a customer-service focus
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Knowledge and proficiency in PC applications, including MS Office

Position Specifications

Typical Experience

- Minimum of 1 years' experience in recruiting, staffing, or in and administrative role required
- Minimum of 1 years' experience in global process coordination preferred

Education

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

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- 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.