

Business Services Recruiting Operations Assistant

PeopleSoft Job Code / Title:	7154 / HC&T Assistant
Department / Subdepartment:	HC&T / Business Services Recruiting
Organizational Relationship:	Reports to Supervisor or above
FLSA Status:	Non-Exempt
UCM Level:	1
Last Updated:	July 7, 2026

Role Overview

The Business Services Recruiting (BSR) Operations Assistant is responsible for executing a wide array of transactional recruiting tasks while assisting in the continual monitoring and maintenance of the centralized task management system and applying critical thinking to validate accuracy of information. They will provide direct, high-touch support to candidates after offers have been made, ensuring a smooth transition and addressing any queries or concerns. Additionally, they will assist in monitoring and maintaining a global, active post-offer candidate tracker, ensuring all steps are initiated, completed, and cleared in a timely manner.

Essential Duties and Key Responsibilities

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

1. Facilitates and monitors the UK post-offer process, and supports the US offer and post-offer process, to ensure execution, adherence to region-specific protocols, and timely completion of all offer and post-offer related tasks
2. Completes recruiting requests, including but not limited to creating job postings, setting up on-demand video interviews, and sending posting links to clients via the case management system, ServiceNow
3. Ensures recruiting requests are completed from an open to closed status, meeting all deadlines, promptly actioning requests, clearly understanding client requests, providing timely updates, and accurately executing requests via the case management system, ServiceNow
4. Responds to all BSR requests, prioritizing requests accordingly, and escalating complex queries appropriately within the Transactions team and/or the BSR Operations vertical
5. Assists with all phases of the global recruiting process, including managing correspondence with candidates, clients, and BSR team members
6. Compiles recruiting data and generating comprehensive reports from our applicant tracking system and case management system
7. Collaborates with the BSR team and other departments to assist with ad hoc tasks and completing special projects
8. Maintains and develops strong working relationships with all BSR clients, stakeholders, and relevant global departments across the firm
9. Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Strong problem-solving skills to effectively address and resolve issues that may arise during the completion of recruiting tasks

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- High attention to detail
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to develop professional and effective working relationships with clients, vendors, and other representatives of external organizations
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong analytical skills
- Ability to work independently with minimal supervision
- 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

- A minimum of one years' experience in an administrative role required
- Experience in operations or recruitment preferred
- Familiarity with shared services platforms and applicant tracking systems 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
- 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.