

Business Services Recruiting Specialist

Department: Human Capital & Talent

Organizational Relationship: Reports to the Senior Business Services Recruiting Manager or Business Services Recruiting Manager

FLSA Status: Exempt

Last Updated: May 24, 2024

General Summary:

The Business Services Recruiting Specialist recruits candidates for Business Services , providing high-touch service to clients and candidates. They leverage best practices and technologies to provide a positive client experience. They also participate in or lead projects with the goal of optimizing the recruiting workflow and enhancing over-arching strategy to hire premier talent.

Essential Duties and Responsibilities:

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

1. Proactively recruits top-tier candidates for staff roles, demonstrating strong decision-making, communication, and time management skills
2. Acts as a strategic, commercial business partner for the hiring team by being aware of market developments, challenges and opportunities, and using this knowledge to help shape go-to-market strategy
3. Manages full-cycle recruiting tasks and procedures for all assigned requisitions
4. Serves as firm’s external-facing representative to candidates by exercising sound judgment and ensuring an excellent candidate experience while performing duties Delivers exceptional client service to hiring managers through professional email interactions, regular meetings, and phone conversations
5. Exhibits advanced knowledge of all recruiting-related technologies and recruiting best practices, and stays abreast of job requirements, valid selection methods, and equal employment opportunities to ensure adherence to all relevant employment laws
6. Works with recruiting leadership to identify and implement enhancements to the recruitment process, keeping pace with the dynamic nature of recruitment
7. Engages in and spearheads projects aimed at increasing the commercial impact of the recruiting team
8. Interviews and trains junior team members

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9. Collaborates with other firm departments to develop efficient procedures and communications that streamline processes and meet various departmental needs, including the internal career services team
10. Undertakes special projects within the office or firm on various topics as required
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

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

Work Experience

- A minimum of three years' professional work experience required
- A minimum of five years' relevant recruitment experience preferred

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Ability to review work of others to ensure compliance and accuracy
- Advanced communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to perceive and analyze problems, and a capacity to make or recommend sound decisions
- Advanced organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to use independent judgment and discretion when making majority of decisions
- Knowledge and proficiency in PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports

Additional Requirements

- Occasional travel may be required

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

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duties may be assigned, and requirements may vary from time to time, and from location to location.