

LATHAM & WATKINS

Business Services Trainee

PeopleSoft Job Code / Title: 5617 / Business Services Trainee
Department / Subdepartment: Various
Organizational Relationship: Various
FLSA Status: Non-Exempt
UCM Level: N/A
Last Updated: August 11, 2025

Role Overview

The Business Services Trainee (“BST”) provides support to the firm’s administrative departments while participating in a rotational Business Services Training Program (“BSTP”), during which they spend short periods of time in business services departments. Within each rotation, the Trainee learns about the department while performing a variety of tasks and projects as assigned by managers, supervisors, and team members.

Essential Duties and Responsibilities

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

1. Provide support to business services departments, which may include Attorney Support, Brand & Communications, Business Development, Global Finance, Human Capital & Talent, Legal Paralegal & Professional, Legal Talent, Office of the General Counsel, Technology & Information Services, or Workplace Experience during a rotation schedule
2. Participate in general business skills training and department-specific training led by managers, supervisors, or team members
3. Provide support relevant to the department; assist with tasks supporting colleagues-on the applicable team
4. Complete projects and tasks as assigned in order to develop department-specific knowledge and skills
5. Collaborate closely with internal and external clients while providing a high level of customer service
6. Utilize programs such as Excel, Word, and/or PowerPoint to produce necessary department deliverables
7. Collaborate globally with other Business Services Trainees on assigned projects
8. Shadow members of the department to gain exposure and insight into day-to-day tasks and responsibilities within the respective department
9. Promote effective work practices, work as a team member, and show 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
- Ability to take initiative and work both independently and in a team environment with a customer-service focus
- Strong verbal and written communication skills; ability to convey information in a professional and tactful manner
- Ability to handle confidential and sensitive information with the appropriate discretion
- Knowledge and understanding of typical work processes performed in an office environment

LATHAM & WATKINS

- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Advanced attention to detail and ability to create accurate work products
- Knowledge and proficiency in PC applications, including MS Office

Position Specifications

Typical Experience

- Prior work experience or internships preferred
- Administrative experience and familiarity with professional services organizations preferred

Education

- High school diploma or equivalent required
- Bachelor's degree required by Summer 2026

Working Conditions and Physical Demands

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