

Counsel Recruiting Specialist

PeopleSoft Job Code / Title:	6249 / Partner Recruiting Specialist
Department / Subdepartment:	Partner Recruiting & Integration
Organizational Relationship:	Reports to the Counsel Recruiting Manager - US
FLSA Status:	Non-Exempt
UCM Level:	N/A
Last Updated:	March 2026

General Summary:

The Counsel Recruiting Specialist supports the execution of the firm's US lateral counsel recruiting efforts by coordinating processes, logistics, and communications across all phases of the hiring lifecycle. Working closely with the Counsel Recruiting Manager, Director of Partner Recruiting, and other senior recruiting stakeholders, this role plays a critical part in ensuring a high-quality, consistent, and timely candidate experience while maintaining accurate records and supporting the smooth progression of active searches across the firm's US offices.

Essential Duties and Responsibilities:

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

1. Supports all phases of the US lateral counsel recruitment process, from initial candidate introduction through final decision-making steps, ensuring timely progression and process integrity at each stage.
2. Coordinates interview logistics and communications, including scheduling meetings, coordination with interviewers, and clear communication with candidates and recruiting stakeholders.
3. Serves as a primary point of contact for lateral counsel candidates with respect to scheduling, process updates, and interview logistics, contributing to a polished and positive candidate experience.
4. Collects, tracks, and disseminates interview feedback in a timely, organized manner to support informed and efficient decision-making.
5. Oversees the processing of all lateral counsel introductions, whether submitted directly or through recruiting agencies.
6. Maintains accurate, complete, and up-to-date records within the applicant tracking system, ensuring appropriate document management and data integrity.
7. Assists with scheduling and coordination in support of partners, practice group leadership, and internal recruiting stakeholders throughout the recruiting process.
8. Works with external recruiting agencies in connection with scheduling, materials distribution, and process tracking, as directed.
9. Assists the Counsel Recruiting Manager and the broader Partner Recruiting & Integration Department with special projects, reporting support, and other recruiting related initiatives as needed.
10. Promotes effective work practices by collaborating as a team member, demonstrating professionalism, responsiveness, and respect in all interactions.
11. Handles highly confidential, sensitive, and privileged information with appropriate discretion and sound judgment.

Knowledge, Skills & Abilities

- Exceptional organizational and time-management skills, with the ability to prioritize effectively and manage multiple concurrent tasks and deadlines.
- Exceptional attention to detail and accuracy.

- Ability to adapt to shifting priorities, timelines, and demands in a fast-paced environment.
- Ability to identify process issues and escalate appropriately, exercising sound judgment.
- Well-developed, professional interpersonal skills.
- Ability to interact effectively and professionally with individuals at all organizational levels of the firm.
- Ability to work collaboratively in a team-oriented environment with a strong service and responsiveness mindset.
- Ability to support cross-functional and interdisciplinary projects and initiatives.
- Ability to develop and maintain a strong working knowledge of firm resources, policies, procedures, and culture.
- Excellent written and oral communication skills.
- Sensitivity to the needs of diverse and multicultural constituencies.
- Strong technical skills, including proficiency with MS Word, Excel, and PowerPoint.
- Demonstrated ability to quickly learn and effectively use recruiting systems, and related technologies.
- Demonstrated judgment and ability to handle highly confidential and sensitive information with appropriate discretion.

Position Specifications

Education

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

Work Experience

- A minimum of two years' recruiting or other related law firm experience 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 required
- 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.