

Associate Recruiting Manager - Corporate Lateral Associates

PeopleSoft Job Code / Title:	7156 / HC&T Manager
Facebook Title:	Associate Recruiting Manager - Corporate Lateral Associates
Department / Subdepartment:	HC&T / Associate Recruiting
Organizational Relationship:	Reports to level 6 or above
FLSA Status:	Exempt
UCM Level:	Level 5
Last Updated:	1.15.25

Department / Subdepartment Overview

Associate Recruiting is responsible for the recruitment and hiring of top talent for all associate-level positions at Latham & Watkins. This includes summer associates, stagiaires, referendaris, trainees, new associates, and lateral associates. Associate Recruiting collaborates closely with firm leadership committees and various professional services departments to develop and execute our strategic associate recruiting initiatives.

Role Overview

The Associate Recruiting Manager - Corporate Lateral Associates acts as a trusted advisor to Practice Group Chairs (PGC)s, collaborating with department, office, and practice leaders in the Corporate Department to develop bespoke recruitment strategies, manage key relationships, provide market insights, and oversee the recruitment process and team development..

Essential Duties and Key Responsibilities

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

1. Provides market intelligence and strategic guidance to Practice Group Chairs (PGCs), acting as their trusted business advisor, while collaborating with department, office, and practice leaders in the Corporate Department firmwide to develop and implement bespoke strategies for lateral associate recruitment, positioning Latham at the forefront of strategic growth in the legal market
2. Identifies and capitalizes on opportunities to recruit qualified lateral associate candidates, managing the entire recruitment process from start to finish, with a focus on supporting the practice group model
3. Manages and evaluates relationships with search firms and external vendors, ensuring competitive fee rates and process improvements
4. Prepares and communicates comprehensive statistics, marketing materials, and progress reports, ensuring alignment with practice group needs
5. Organizes, delegates, and coordinates staff work, managing workflow and conducting performance evaluations, ensuring experienced leadership
6. Promotes effective work practices, works as a team member, and shows respect for others

Knowledge, Skills & Abilities

- Excellent leadership and interpersonal skills, including organizing, planning, problem-solving, decision-making, and effective interaction with all organizational levels

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- Proficiency in PC applications, including MS Office, database management, and applicant tracking systems, with the ability to conduct thorough analyses and reports
- Handling confidential and sensitive information with appropriate discretion

Position Specifications

Typical Experience

- A minimum of seven years' experience in legal recruitment or professional services required
- A minimum two years' supervisory experience in a related field preferred

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Work from the firm's [REDACTED] office(s) at least [REDACTED] times per week, or more if deemed helpful by your supervisor
- Push, pull, and carry up to 15 pounds
- Frequently move (e.g., walk) around the office
- Occasional travel, including both domestic and international 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.