

# Knowledge Management (“KM”) Senior Coordinator

**PeopleSoft Job Code / Title:** 6476 / KnowledgeManagementSrCoord  
**Department / Subdepartment:** Human Capital & Talent - Attorney Development / Knowledge Management  
**Organizational Relationship:** Reports to the Associate Director of Global Knowledge Management  
**FLSA Status:** Exempt  
**UCM Level:** 3  
**Last Updated:** May 22, 2025

## Department / Subdepartment Overview

Latham & Watkins is a global law firm consistently ranked among the top firms in the world. The success of our firm is largely determined by our commitment to hire and develop the very best and brightest, creating a team that provides our clients with the highest quality of work and service. We are driven by our core values: respect, innovation, and collaboration.

## Role Overview

As a Knowledge Management Senior Coordinator for our global KM team, you will be responsible for supporting the KM associate directors, KM counsel, and KM lawyers (together, the “KMLs”), fee-earning attorneys, and others, in organizing practice group trainings and providing a variety of support services for the KM function, including assisting with centralized KM initiatives across the firm as well as the management of standard forms, client newsletters, online portals and SharePoint sites, working in a lead capacity in the profiling of precedent and work product in the knowledge databases, and assisting with other project assignments.

## Essential Duties and Key Responsibilities

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

- Support members of the team in the development and execution of practice group trainings and act as a point of contact for questions from colleagues
- Coordinate day-to-day administrative and transactional responsibilities of the Knowledge Management department
- Oversee all program logistics, including scheduling, drafting invites, maintaining invite lists and rosters, tracking RSVPs and attendance, managing correspondence, and maintaining accurate records and files
- Attend trainings as needed
- Work closely with members of the firm’s Workplace Experience, Human Capital & Talent, and Technology teams to coordinate logistics relating to live, hybrid, and virtual trainings
- Work with the KMLs to organize and administer know-how resources including standard forms, precedent and work product, deal information, and other legal information relevant to attorneys within the practice
- In collaboration with other Business Services teams, assist lawyers and staff with using knowledge management resources, including delivery of training, onboarding, and knowledge management inductions as required

- Assist lawyers and paralegals with post-completion matters, including queries relating to deal submission and precedent capture
- Assist with special projects and initiatives for the KM team
- Promote effective work practices, work as a team member, and show respect for co-workers

## Knowledge, Skills & Abilities

- Strong attention to detail and quality assurance processes
- Exceptional Microsoft Outlook skills to manage a variety of recurring meetings, appointments, and other events
- Well-developed and professional interpersonal skills, including the ability to interact effectively with people at all organizational levels of the firm
- Excellent communication skills, both written and verbal
- Ability to work in a team environment with a proactive customer service focus
- Ability to handle confidential and sensitive information with the appropriate discretion

## Position Specifications

### *Typical Experience*

- Minimum of 5 years' related administrative experience required
- Previous legal experience or placements in an international law firm, ideally in the KM department, preferred
- Paralegal or equivalent experience an advantage

### *Education*

- Bachelor's degree or equivalent required

## 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.