Legal Talent Senior Coordinator

PeopleSoft Job Code / Title: 7149 / HC&T Senior Coordinator
Department / Subdepartment: Human Capital and Talent, Legal Professional and Paralegal
Organizational Relationship: Reports to Legal Talent Associate Director
FLSA Status: Exempt
UCM Level: 3
Last Updated: June 2025

Department / Subdepartment Overview

The Legal Professional and Paralegal (LPP) Department oversees the hiring, onboarding, staffing, integration, engagement, professional development and performance management of the firm's Legal Professional and Paralegal population.

Role Overview

The Legal Talent Senior Coordinator coordinates staffing, utilization, integration, and retention of the firm's legal professional and paralegal population, takes a lead role in developing coverage plans and leverage models, and is responsible for strategic thinking and relationship building to further staffing and utilization goals.

Essential Duties and Key Responsibilities

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

- Takes a lead role in overseeing day-to-day staffing of paralegals, with a focus on utilization, development, and integration
- Analyzes reports and utilization metrics to identify areas of under/over utilization and develop staffing recommendations, coverage plans and leverage models accordingly
- Plans proactively for unavailability, upcoming bandwidth within population, and short-term coverage needs
- Understands the role and function of other practice support resources and how to leverage them appropriately when making staffing decisions
- Builds rapport with the paralegal population and understand nuances of specialized skills
- Develops an understanding of practice group needs, staffing preferences, and client restrictions
- Identifies and flags performance issues
- Supports LPP recruiting, onboarding, and integration process initiatives
- Completes special projects on various initiatives as needed
- Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Excellent organizing, planning, problem-solving, and decision-making skills
- Ability to manage time well, prioritize effectively, and handle multiple deadlines
- Strong project management skills, ability to effectively plan, execute, and oversee projects to ensure timely completion and alignment with department goals
- Ability to analyze and leverage data to make recommendations for programming and initiatives

- Excellent communication skills, both written and verbal; ability to write professionally and with attention to detail, and to use communication skills to deliver information effectively to diverse populations at appropriate intervals
- Ability to demonstrate initiative and be a self-starter in a fast pace and demanding environment
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm, demonstrates good judgment
- Ability to work in a team environment with a customer-service focus
- Ability to work independently with minimal supervision as well as collaboratively with others
- Knowledge and proficiency in PC applications, including MS Office
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience
- Minimum of four years' relevant experience required
- Experience in US law firm preferred
- Demonstrable project management experience preferred

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.