

Manager of Global Partner Recruiting

PeopleSoft Job Code / Title:	6832 / Partner Recruiting Manager
Department / Subdepartment:	Partner Recruiting & Integration
Organizational Relationship:	Reports to the Director of Global Partner Recruiting
FLSA Status:	Exempt
UCM Level:	N/A
Last Updated:	January 13, 2026

Role Overview

The Manager of Global Partner Recruiting (the “Manager”) will provide critical support and leverage for the Director of Global Partner Recruiting by contributing to the planning and implementation of strategic objectives and priorities for the recruitment of lateral partners and counsel globally.

The Manager will work closely with the Director of Global Partner Recruiting, in addition to other members of the Partner Recruiting team, to help maintain the integrity and effectiveness of the partner recruiting process, while ensuring that all levels of firm and administrative leadership are kept continually informed regarding recruiting activity and individual candidates’ progress through the recruiting process, including escalating issues and proposed resolutions as they arise.

Essential Duties and Key Responsibilities

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

1. Works closely with the Director of Global Partner Recruiting to support the firm’s priorities and goals for expanding the partnership through lateral partner and counsel hiring globally. This includes supporting the execution of a highly complex process and connecting dots across multiple processes to ensure coordination globally with multiple stakeholders.
2. Ensures all stages of the global partner recruiting process are executed with the highest standards of recruiting best practice and escalates issues for discussion and resolution as needed.
3. Liaises with colleagues across business services to ensure they are informed regarding processes involving prospective partners and counsel, to flag issues, and to facilitate their resolution.
4. Tracks progress and deliverables for late-stage processes globally including collating feedback, drafting vote memos, obtaining client references, and general project management.
5. Procures reports and provides regular updates to all relevant members of firm and administrative leadership on the status of lateral partner and counsel recruiting activities, including highlighting notable global and local trends.
6. Proactively follows up on issues or questions arising from partner interview feedback, including developing a systematic approach to gathering, analyzing, and acting upon feedback received; ensures the timely resolution and communication of the outcomes to all relevant stakeholders.
7. Reviews and approves all materials designed to brief partners in advance of interviewing lateral partner candidates, with a focus on improving the quality and consistency of all such materials; includes conducting a thorough review of each interview memo and/or the wording of each email briefing to ensure accuracy, commerciality, appropriate levels of sensitivity, and alignment with the firm’s strategic objectives.

8. Contributes to the leadership and day-to-day running of the Partner Recruiting & Integration ("PRI") Department by means of project management, escalation of appropriate issues for discussion, preparation for manager and all-department communications, and transparency regarding recruiting priorities which could impact PRIL or the other functions within the PRI Department.
9. Liaises with members of the Partner Services and Global Finance teams to support the provision of information to lateral partner candidates regarding cashflow projections, tax, retirement, insurances, benefits, and wellbeing; acts as a central point of contact for candidates in this regard.
10. Supports team leadership in relation to the negotiation and centralized ownership of terms of business with headhunters; understands and models best practice in leveraging the firm's position to support all negotiations; and monitors market trends relating to fees and fee caps.
11. Collaborates with senior members of the Partner Recruiting team to understand the relative priorities within the global partner and counsel pipeline and the likely timeline of partner votes and, in collaboration with the Associate Director of Global Partner Recruiting, communicates the same, as appropriate, to other relevant administrative groups including the Conflicts, Public Relations, Business Development, Legal Talent, and other teams.
12. Liaises with the Executive Committee administration team to coordinate logistics, speakers, and timing arrangements for partner votes.
13. Develops and maintains relationships with partners across the firm and responding to all queries raised with respect to the recruiting process.
14. Develops and maintains strong, interactive relationships with all members of the Partner Recruiting & Integration Department.
15. Completing special projects as required.
16. Promotes effective work practices, work as a team member, and show respect for co-workers.

Knowledge, Skills & Abilities

- Strong project management skills to lead and structure thinking and work, ability to multitask, and track record of strong demonstrated leadership
- Flexibility and ability to build consensus
- Ability to manage competing priorities in a dynamic environment and deliver results on a tight timeframe
- Ability to lead as well as support interdisciplinary projects and initiatives
- Ability to develop strong knowledge of firm policies and procedures and a deep understanding of firm culture
- Broad knowledge of legal employment issues and US partner recruiting markets
- Well-developed and professional interpersonal skills and ability to communicate effectively with recruiters and lateral candidates and their representatives
- Ability to interact collaboratively and effectively with people at all levels of the Firm
- Ability to conform to shifting priorities, requests and timelines
- Excellent communication skills, both written and oral
- Sensitivity to the needs of diverse and multicultural constituencies
- Strong computer and technical skills, including Microsoft Outlook, Word, Excel and PowerPoint
- Exceptional judgment and ability to handle highly confidential and sensitive information with appropriate discretion

Position Specifications

Typical Experience

- Minimum of seven years' recruiting experience preferred
- Three years' experience in a management role preferred

Education

- Bachelor's degree or equivalent required
- MBA, JD, or Master's Degree 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
- 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.