OGC Administrative Manager – Contract Review & Risk Management

PeopleSoft Job Code / Title: 8022 / OGC Administrative Manager
Department / Subdepartment: Office of the General Counsel
Organizational Relationship: Reports to the OGC Assistant General Counsel with a dotted line to the OGC Director – Business Process, Systems & Reporting
FLSA Status: Exempt
UCM Level: Level 5
Last Updated: October 1, 2026

Department / Subdepartment Overview

The Office of the General Counsel is responsible for general risk management for the firm.

Role Overview

The Office of General Counsel (OGC) seeks a highly organized, detail-oriented, and proactive Administrative Manager to serve as the central resource for the lawyers on OGC's Contract Review Team (CRT), the OGC Assistant General Counsel (AGC), and the Deputy General Counsel. This individual will be entrusted with managing the administrative, operational, and technology-enabled functions of the firm's global contract review process. As the OGC's CRT handles a significant volume of contract requests across the firm, this Administrative Manager serves as a key operational resource providing administrative and operations support, intake and workflow coordination, data reporting, project and template management, and support with (and ongoing use of) the firm's contract lifecycle management platform (CLM). In addition, the Administrative Manager supports the AGC and Deputy General Counsel with risk management initiatives and complex projects.

Essential Duties and Key Responsibilities

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

1. Manages day-to-day operations supporting CRT, AGC, and Deputy General Counsel, including coordination of team logistics, meetings, scheduling, and resource management
2. Assists with preparing internal and external communications, briefings, and presentations, ensuring clarity and consistency across the department and the firm
3. Generates, maintains, and distributes reports on key CRT-specific metrics and benchmarks (e.g., attorney contract review turnaround times, intake volume, matter status), supporting timely and accurate CRT team management, operational visibility, compliance, and risk management within the OGC
4. Serves as the primary business system subject matter expert for CRT's CLM environment, collaborating closely with Technology & Information Services – including platform configuration, workflow design, and functionality – supporting the team's day-to-day use of the system for attorney-facing contract review and intake, and ensuring the platform operates as an effective legal contract review tool
5. Supports onboarding of new CLM users by providing training, guidance, and practical instruction regarding use, intake, workflow expectations, and reporting functionality
6. Undertakes initial contract review and analysis to identify relevant issues of concern to CRT and AGC
7. Monitors attorney availability, redistributing assignments when attorneys are out of the office or otherwise unavailable, and supporting continuity of communications with internal stakeholders

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8. Tracks legal and risk-relevant contract lifecycle milestones (e.g., termination dates, renewal deadlines, notice periods) for matters within CRT's contract review scope, ensuring CRT and AGC are aware of upcoming deadlines requiring legal attention or action
9. Collaborates with Contract Administration of Expense Management on the end-to-end contracting process
10. Maintains, updates, and manages CRT materials within Harvey workflow vaults, including uploading, organizing, naming, and version control of CRT policies and guidance materials
11. Assists AGC and the Deputy General Counsel with various regarding risk management initiative and complex projects (e.g., professional liability insurance renewal, presentations at various academies, tracking claims/litigation against the firm)
12. Develops and maintains strong, productive, and interactive relationships with CRT, AGC, Deputy General Counsel, and firm stakeholders. Leverages these relationships to ensure that CRT's legal contract review process runs efficiently and results in the best possible outcome for the firm, while maintaining a positive perception of the value provided by OGC's CRT
13. Identifies opportunities to improve CRT contract review processes, procedures, and CLM system workflows to enhance attorney efficiency and reduce administrative burden on legal staff
14. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Knowledge and proficiency in ContractPod AI/Leah AI or comparable contract management software
- Demonstrated interest in legal technology, process improvement, contract operations, and the use of technology to improve efficiency, consistency, and transparency in legal service delivery
- Advanced attention to detail and accuracy in work product
- Excellent organizational, planning, problem-solving, and decision-making skills
- Balance needs of stakeholders and develop optimal solutions
- Professional interpersonal skills for effective interaction with attorneys, management, support staff, and external contacts
- Team-oriented, with a strong customer service focus
- Handle confidential and sensitive information with appropriate discretion
- Intermediate analytical skills to perceive and solve complex problems
- Self-starter with the ability to work efficiently, meet tight deadlines, and perform under pressure
- Proficiency in PC applications, including MS Office

Position Specifications

- Bachelor's degree or equivalent is required
- Minimum of 3 years of experience in project management, operations, or administrative management is required
- Experience in a law firm, corporate legal department, procurement function, or legal operations environment is preferred
- Experience assisting with implementation, migration, optimization, or day-to-day administration of a CLM platform or other enterprise workflow technology is preferred
- Experience with commercial contracts, procurement contracts, vendor agreements, contract intake processes, contract repositories, and contract recordkeeping practices is 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

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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.

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