

Partner Recruiting Coordinator

Department: Partner Recruiting & Integration

Organizational Relationship: Reports to the Partner Recruiting Manager

FLSA Status: Non-Exempt

Last Updated: March 13, 2024

General Summary:

The Partner Recruiting Coordinator is responsible for coordinating activities and processes in support of lateral partner hiring and integration for the firm's offices, as directed by –their supervisor and other department leadership as applicable.

Essential Duties and Responsibilities:

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

1. Supports all phases of the lateral partner and counsel recruitment process for the office, and other offices as necessary, including arranging interviews, collating and disseminating feedback and coordinating all steps in the hiring process
2. Corresponds with lateral partner and counsel candidates to schedule interview dates and times, coordinates information for candidates and interviewers, and collates feedback for review
3. Coordinates the processing of all applications and introductions of lateral partner and counsel candidates, whether direct or through recruiting agencies
4. Updates the applicant tracking system in a timely manner and ensures accurate record keeping and document management
5. Supports the lateral partner and counsel recruitment process for candidates for other Latham offices, including creating and communicating schedules, handling logistics, and tracking feedback in a timely manner as needed
6. Assists the Partner Recruiting Manager with special projects as needed
7. Promotes effective work practices, working as a team member, and showing respect for co-workers

Position Specifications

Education

- High school diploma or equivalent required
- Bachelor's degree preferred

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Work Experience

- A minimum of two years' recruiting or other related law firm experience preferred

Knowledge, Skills & Abilities

- Exceptional organizational skills to manage time, prioritize and handle multiple deadlines
- Strong attention to detail
- Ability to conform to shifting priorities, demands and timelines
- Ability to identify complex issues and escalate as appropriate
- Well-developed and professional interpersonal skills
- Ability to interact effectively with people at all organizational levels of the firm
- Ability to work collaboratively in a team environment with a customer-service focus
- Ability to support interdisciplinary projects and initiatives
- Ability to develop strong knowledge of firm resources, policies and procedures and a deep understanding of firm culture
- Excellent communication skills, both written and oral
- Sensitivity to the needs of diverse and multicultural constituencies
- Strong computer and technical skills, including MS-Word, Excel and PowerPoint
- Exceptional judgment and ability to handle highly confidential and sensitive information with appropriate discretion

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

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.