

# Partner & Counsel Onboarding Manager

**PeopleSoft Job Code / Title:** 6646 / Partner&CounselOnboardingMgr  
**Department / Subdepartment:** Partner Recruiting & Integration  
**Organizational Relationship:** Reports to the Director of Partner Integration  
**FLSA Status:** Exempt  
**UCM Level:** N/A  
**Last Updated:** September 17, 2025

## Role Overview

The Partner & Counsel Onboarding Manager will be responsible for overseeing all aspects of lateral partner and counsel onboarding, and contribute to the smooth transition and integration of each lateral partner and counsel.

## Essential Duties and Key Responsibilities

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

1. Work closely with the Director of Partner Integration, the Partner Recruiting leadership team, other members of the Partner Recruiting & Integration teams, and in collaboration with numerous local and global business services teams to manage all phases of the lateral partner and counsel onboarding process firmwide.
2. In close coordination with the Director of Partner Integration and the Partner Recruiting leadership team, serve as a primary point of contact for each lateral partner or counsel in connection with the onboarding process.
3. Oversee the creation of a tailored onboarding schedule for each lateral partner and counsel, in accordance with the firm's global lateral onboarding curriculum and in furtherance of the specific integration goals for the lateral partner or counsel.
4. Work closely with other members of the Partner Recruiting & Integration teams to ensure a seamless transition for each lateral partner from the recruiting phase to the integration phase.
5. Monitor each lateral partner or counsel's progress through their onboarding process, ensuring that all required sessions are attended or rescheduled as necessary.
6. Solicit regular feedback from lateral partners and counsel on the onboarding process, and propose enhancements to the process and program based on that feedback.
7. Serve as a central point of contact for all business services teams involved in the lateral partner and counsel onboarding process, ensuring that all relevant information (such as individual lateral partner and counsel start dates) is communicated efficiently and consistently.

8. Develop innovative approaches to lateral partner and counsel onboarding, collaborating with other business services departments on special projects intended to improve and streamline the firm's lateral partner and counsel onboarding process.
9. Assist the Partner Recruiting & Integration Leadership team with special projects, as needed.
10. Promote effective work practices, working as a team member, and showing respect for co-workers.

**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
- Excellent communication skills, both written and oral
- 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
- Ability to apply sensitivity to the needs of diverse and multicultural constituencies
- Strong knowledge of and proficiency with a variety of desktop and web-based applications, including Microsoft Word, Excel, PowerPoint, Teams, and OneNote; SharePoint; Asana
- Ability to learn and leverage firm artificial intelligence tools and other emerging technologies to drive efficiency in department processes and workflow
- Ability to apply judgment and to handle highly confidential and sensitive information with appropriate discretion
- Ability to respond in a timely manner and to prioritize effectively and address urgent matters
- Ability to serve as a brand ambassador to the PRI Department by displaying a positive attitude and by providing exceptional service to all stakeholders

**Position Specifications***Typical Experience*

- Minimum of five years' experience preferred

*Education*

- Bachelor's degree or equivalent 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.