

# Partner Recruiting Assistant

**Department:** Partner Recruiting & Integration

**Organizational Relationship:** Reports to the Partner Recruiting Manager or Partner Recruiting Senior Manager

**FLSA Status:** Non-Exempt

**Last Updated:** September 19, 2024

## General Summary:

The Partner Recruiting Assistant provide administrative assistance in support of lateral partner and counsel hiring activity , 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. Schedules interviews for lateral partner and counsel candidates and collating feedback;
2. Prepares initial drafts of correspondence for lateral partner and counsel candidates, confirm interview arrangements and other related logistics
3. Books conference rooms and organizes video links for interviews
4. Liaises with candidates directly and/or with headhunters along with partners and colleagues in and outside of the department
5. Maintains candidate databases and trackers, keeping data up to date and accurate while also spotting and correcting any errors
6. Researches new technology and leverages all available technology solutions to increase efficiency
7. Produces various reports on a regular basis
8. Works with the Partner Recruiting Coordinators and the central contract review team to help produce and maintain recruitment agency terms and conditions while also logging candidate introductions
9. Assists with various administrative tasks, including scheduling internal meetings, processing candidate reimbursements, and coordinating travel arrangements
10. Provides support for special projects, as needed
11. Recognizes and escalates issues more broadly with colleagues to ensure swift resolution
12. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

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## *Education*

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

## *Work Experience*

- A minimum of one year's administrative or professional office experience required

## *Knowledge, Skills & Abilities*

- Exceptional organizational skills needed to manage time, prioritize, and handle multiple deadlines
- Excellent attention to detail
- Excellent communication skills, both written and oral
- Ability to conform to shifting priorities, demands, and timelines
- Ability to display exceptional judgment
- Ability to handle highly confidential and sensitive information with appropriate discretion
- Ability to identify complex issues and escalate as appropriate
- 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 be sensitive to the needs of diverse and multicultural constituencies
- Strong computer and technical skills, with programs including Microsoft Outlook, Word, Excel, and PowerPoint

## *Additional Requirements*

- Occasional travel may be required

## *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.