

# Partner Recruiting & Integration Specialist

<b>PeopleSoft Job Code / Title:</b>	7027 / PartnerRecruiting&IntegSpec
<b>Department / Subdepartment:</b>	Partner Recruiting & Integration
<b>Organizational Relationship:</b>	Reports to the Partner Recruiting & Integration Manager – Research & Analysis (the “Manager”)
<b>FLSA Status:</b>	Non-Exempt
<b>UCM Level:</b>	n/a
<b>Last Updated:</b>	December 11, 2025

## General Summary:

The Partner Recruiting & Integration Specialist (the “Specialist”) will be responsible for supporting the Research & Analysis function within the Partner Recruiting & Integration Department (the “Department”) by aiding in the delivery of research and analytics to drive the firm’s partner hiring and integration strategies. The Specialist will work closely with the Partner Recruiting Research & Analysis team, Partner Recruiting & Integration Department leadership, and other members of firm and administrative leadership to prepare market research, candidate diligence, data analyses, and regular reporting as needed.

## Essential Duties and Responsibilities

“Essential duties” are those that the Specialist must be able to perform at the firm’s direction:

1. Supporting the lateral partner and counsel recruiting process for Latham’s offices globally through the review and analysis of application materials (to include commercial diligence and the identification of items for consideration by firm leadership as bearing on the business case for each candidate).
2. Aiding in the development of market maps and prioritized target lists associated with proactive talent identification efforts.
3. Producing reports for stakeholders within and outside of the Department, including with respect to activity levels and trends regarding partner and counsel recruiting, partner onboarding, and partner integration.
4. Assisting with the organization and maintenance of departmental data related to lateral partner and counsel candidates, ensuring consistent information hygiene in line with our data privacy policies.
5. Leveraging firm resources to respond to external requests for data related to partner and counsel hiring, onboarding, and integration.
6. Ensuring exceptional quality, accuracy, completeness, and global consistency in the delivery of research reports, market and competitor analyses, and other information prepared by the Research & Analysis function.
7. Monitoring legal, market, and industry news related to the recruiting and integration of partners and counsel.
8. Maintaining an understanding of firm policies, procedures, strategies, and priorities such that the same are articulated and documented effectively in support of each lateral partner and counsel process and integration effort.
9. Helping to drive the adoption of new technologies, including artificial intelligence as appropriate.
10. Promoting effective work practices, working as a team member, and showing respect for co-workers.

## Knowledge, Skills and Abilities

- Outstanding written communication skills and attention to detail
- Exceptional organizational skills to manage time, prioritize, and handle multiple deadlines
- Ability to identify complex issues and escalate as appropriate
- Well-developed and professional interpersonal skills
- Ability to work collaboratively in a team environment with a customer service focus
- Ability to support interdisciplinary projects and initiatives
- 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

## Position Specifications

### *Typical Experience*

- Minimum of two (2) years' experience in a professional services setting required, preferably in a role involving competitive intelligence, research, or data analysis

### *Education*

- Bachelor's degree or equivalent required

## 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.