

Partner Recruiting Manager

PeopleSoft Job Code / Title: 6128 / Partner Recruiting Manager
Facebook Title: Partner Recruiting Manager
Department / Subdepartment: Partner Recruiting & Integration
Organizational Relationship: Reports to the Director of Partner Recruiting – US
FLSA Status: Exempt
UCM Level: 4
Last Updated: April 26, 2024

General Summary:

The Partner Recruiting Manager is a member of a global team that is responsible for overseeing all aspects of partner and counsel recruiting for the firm. Resident in the firm's New York office, the Manager's primary focus will be on prospective lateral partner and counsel hires for the New York office.

Essential Duties and Responsibilities:

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

1. Works closely with the Director of Partner Recruiting - US, other members of the Partner Recruiting & Integration Department, firm leadership, and firm administration to manage all phases of the lateral partner and counsel recruiting processes for multiple practice groups in New York or as otherwise assigned;
2. Collaborates, as needed, with the Partner Recruiting Senior Manager – Strategic Projects in relation to proactive candidate searches. Where relevant, partners closely with retained or contingent headhunters to map, source, agree an approach strategy within a specific practice area, region, or industry;
3. Directly supervises the activities and development of the Partner Recruiting Specialists and Assistants in the office, which includes delegating work, and providing direction, support, and guidance as needed;
4. Ensures effective communication and coordination with all relevant members of leadership, ensuring relevant stakeholders are briefed effectively throughout each candidates' process;
5. Takes a 'best practice' approach to each project, process or issue encountered, ensuring that the interests and experience of the firm and the candidate(s) are always paramount and standards of excellence are maintained and embodied throughout;
6. Processes all applications and introductions of partner candidates, whether direct or through headhunters, and ensures that all materials are distributed, as appropriate, in a timely fashion to those at the firm involved in each candidate's recruiting process;
7. Identifies where terms of business need to be put in place with headhunters and works closely with the Senior Manager – Research & Analysis and the Office of the General Counsel in order to put these into effect and maintain an accurate record;
8. Ensures that conflicts questionnaires are distributed to partner and counsel candidates, completed and returned to the firm, and collaborates with the Conflicts team to facilitate the timely processing and analysis of the conflicts information provided;
9. Works closely with relevant members of the Partner Recruiting & Integration Department, firm leadership and firm administration to provide status updates with respect to individual candidate processes, issues and timing;

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10. Supports the Partner Integration team with all activities in connection with laterals' arrival to the firm;
11. Identifies opportunities for process improvement and actively uses technology (i.e., AI and other tools) to increase efficiency within the partner and counsel recruiting processes and encourages team members to do the same;
12. Assists the Director of Global Partner Recruiting and members of the broader Partner Recruiting & Integration Department with special projects, as needed; and provides managerial leverage across the region as necessary and in correlation with demand, operating with flexibility to help ensure that the collective workload is distributed equally across the team;
13. Promotes effective work practices, works as a team member, and shows respect for co-workers.

Position Specifications

Education

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

Work Experience

- Seven years' of recruiting or other 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
- Ability to apply sensitivity to the needs of diverse and multicultural constituencies
- Strong computer and technical skills, including MS-Word, Excel and PowerPoint
- Ability to apply judgment and handle highly confidential and sensitive information with appropriate discretion

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.