

Partner Recruiting Manager

Department: Partner Recruiting & Integration

Organizational Relationship: Reports to the Partner Recruiting Senior Manager

FLSA Status: Exempt

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. The Manager's primary focus will be on prospective lateral partner and counsel hires in their assigned office location(s).

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 Partner Recruiting Senior Manager, other members of the Partner Recruiting & Integration Department, firm leadership, and firm administration to manage all phases of the lateral partner recruiting process for multiple practice groups in their assigned office location(s)
2. Runs proactive candidate searches and partners closely with retained or contingent headhunters to map, source and agree an approach strategy within a specific practice area, region, or industry
3. Directly supervises the activities and development of the Partner Recruiting Coordinators in the office, which includes delegating work, and providing direction, support, and guidance as needed
4. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
5. 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
6. Ensures effective communication and coordination with the Executive Committee, the Income Partner and Counsel Committee, as well as with firm and administrative leadership, as appropriate
7. 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

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8. 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
9. 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
10. Ensures that conflicts questionnaires are distributed to partner 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
11. 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
12. Supports the Partner Integration team with all activities in connection with laterals' arrival to the firm
13. Identifies opportunities for process improvement, especially the use of technology, to automate and increase efficiency within the partner and counsel recruiting processes
14. Liaises with relevant members of the Executive Committee, the Income Partner and Counsel Committee, and members of other proximate business services teams, to provide regular updates on hiring statistics and active candidates in the pipeline
15. Assists the Director of Partner Recruiting and members of the broader Partner Recruiting & Integration Department with special projects, as needed
16. 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

- A minimum of seven years' recruiting or other law firm experience required

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

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- 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

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.