

## LATHAM & WATKINS

# Partner Recruiting Specialist

<b>PeopleSoft Job Code / Title:</b>	6249 / Partner Recruiting Specialist
<b>Department / Subdepartment:</b>	Partner Recruiting & Integration
<b>Organizational Relationship:</b>	Reports to the Partner Recruiting Manager
<b>FLSA Status:</b>	Non-Exempt
<b>UCM Level:</b>	N/A
<b>Last Updated:</b>	March 2026

### General Summary:

The Partner Recruiting Specialist (the “Specialist”) will be responsible for coordinating activities and processes in support of lateral partner hiring and integration for the firm’s offices, 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.

- Support the time and effective execution of all phases of lateral partner recruitment process for the office, and other offices as needed, including arranging interviews, tracking progress, collating and disseminating feedback, and assisting with all operational steps in the hiring process.
- Facilitate clear, efficient, and effective communication with lateral partner candidates regarding interview scheduling, logistics, and process-related information, ensuring a positive and well-managed candidate experience.
- Coordinate the processing of all submissions and introductions of lateral partner candidates, whether received directly or through recruiting agencies, ensuring accuracy, completeness, and adherence to established procedures.
- Prepare and compile candidate materials, including interview memos and related diligence, to support stakeholders in advance of interviews, with attention to accuracy, consistency, and appropriate sensitivity.
- Maintain timely and accurate updates to the applicant tracking system and ensure accurate recordkeeping and document management throughout each recruiting process.
- Provide operational support for the lateral partner recruiting process involving candidates for other Latham offices, including scheduling, logistics, and collecting feedback in a timely manner, as requested.
- Support special projects and initiatives as directed by the Partner Recruiting Manager and other members of the Partner Recruiting team.
- Promote effective work practices and a collaborative team environment, and provide guidance to Partner Recruiting Assistants, as appropriate, to ensure consistent execution of recruiting processes.

### Knowledge, Skills & Abilities

- Exceptional organizational and project coordination skills, with the ability to manage time effectively, prioritize competing demands, and meet multiple deadlines in a dynamic environment
- High level of attention to detail and commitment to accuracy
- Ability to adapt to shifting priorities, timelines, and business needs
- Ability to identify issues, exercise sound judgment and escalate matters appropriately
- Excellent written and oral communication skills

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- Professional and well-developed communication skills, with the ability to interact effectively with partners and colleagues at all organizational levels
- Ability to work collaboratively in a team environment with a client-service orientation
- Ability to support cross-functional interdisciplinary projects and initiatives
- Ability to develop a strong knowledge of firm resources, policies and procedures, and culture
- Sensitivity to the needs of diverse and multicultural constituencies
- Proficiency in MS-Word, Excel and PowerPoint, and other relevant software applications
- Ability to handle confidential and sensitive information with discretion and professionalism

## Position Specifications

### *Education*

- Bachelor's degree or equivalent required.

### *Work Experience*

- A minimum of two years' recruiting or other related law firm experience is 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.