

Senior Administrative Manager

PeopleSoft Job Title: Senior Administrative Manager
Department / Subdepartment: Office Administration
Organizational Relationship: Director of Administration
FLSA Status: Exempt
UCM Level: N/A
Last Updated: September 30, 2026

Role Overview

The Senior Administrative Manager supports the day-to-day administrative and operational activities associated with the Partner's client, practice, and administrative responsibilities, organizing priorities, coordinating support resources, managing information, and ensuring timely follow-through across a broad and fast-moving portfolio. The Senior Administrative Manager serves as a strategic partner and trusted advisor to the Partner, supporting the effective execution of the Partner's client, practice, and administrative objectives, and serving as a central point of coordination for the Partner with business services professionals, attorneys, and clients.

Essential Duties and Key Responsibilities

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

1. Coordinates with the Partner and the Partner's professional support teams to support the Partner's firm responsibilities, including administrative support, billing and collections, new matter intake, conflicts clearance, timekeeping, and related processes
2. Manages the operations of the Partner's office, including intake, prioritization, delegation, tracking, escalation, and completion of requests and commitments among the Partner's administrative teams and external constituents to resolve outstanding items in a timely and efficient manner
3. Serves as a strategic partner, trusted advisor, and sounding board to the Partner, establishing short- and long-term planning processes and identifying protocols for matters requiring the Partner's attention, delegation, or referral to another resource
4. Supports preparation for significant meetings and engagements, including by preparing and editing communications, notes, talking points, presentations, correspondence, and materials as directed by and on behalf of the Partner
5. Maintains an awareness of the Partner's practice and market trends, and distills business, operational, and market information into clear summaries and decision points
6. Develops and maintains productive relationships with attorneys, practice management professionals, and business services teams to facilitate communication and collaboration on matters relating to the Partner's practice and firm obligations, acting on behalf of the Partner as directed by the Partner
7. Advises on the sequencing and coordination of client, practice, firm, and personal obligations, identifying competing commitments and plans for resolution
8. Assesses administrative workflows, support resources, and technology and recommends practical improvements in the Partner's workflow in coordination with the relevant firm teams
9. Supports management of authorized personal responsibilities for the Partner in coordination with administrative support teams, exercising sound judgment and discretion regarding confidential and personal information
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Strong strategic thinking and business acumen, with the ability to provide clear, practical recommendations to a senior leader
- Strong analytical and practical problem-solving skills, with the ability to translate complex information into clear recommendations and action plans
- Excellent written and verbal communication skills, including the ability to synthesize information and prepare communications for senior stakeholders
- Strong interpersonal and relationship-management skills, including the ability to build trust, influence without formal authority, and work effectively across functions and with a variety of teams
- Strong judgment, discretion, integrity, professionalism, and situational awareness
- Ability to manage changing priorities, ambiguity, sensitive matters, and time-critical requests with composure
- Ability to handle client, personnel, firm, and financial information with a high degree of confidentiality, professionalism, and care
- Ability to promote effective work practices, collaboration, and respect for colleagues

Position Specifications*Typical Experience*

- A minimum of six years' progressively responsible experience in administration, operations, project management, executive support, practice management, or a related professional services function preferred
- Demonstrated experience coordinating complex initiatives, supporting and advising senior stakeholders, managing administrative support resources, and handling sensitive professional and authorized personal matters in a high-trust environment
- Experience in a legal, professional services, corporate, or similarly complex environment preferred

Education

- Bachelor's degree or equivalent required; JD, MBA, related master's degree, or equivalent advanced training preferred
- Equivalent combination of education and experience may be considered

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
- Occasional travel may be required
- Occasional availability outside normal business hours may be required to support business needs
- 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.