

Structured Notes Platform Analyst

PeopleSoft Job Code / Title:	8160 / Structured Notes Platform Analyst
Facebook Title:	Structured Notes Platform Analyst
Department / Subdepartment:	Legal Professional and Paralegal Department
Organizational Relationship:	Reports to the Legal Talent Associate Director (LPP)
FLSA Status:	Non-Exempt
UCM Level:	N/A
Last Updated:	2025

Role Overview:

The Structured Notes Platform Analyst is responsible for supporting the firm's structured notes platform through legal documentation drafting, process improvement and deal flow management.

Essential Duties and Key Responsibilities:

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

- Assists with drafting pricing supplements, fact sheets and other legal documentation for structured products transactions
- Assists with preparing offering and marketing materials for clients structured notes platforms
- Helps maintain the deal flow calendar
- Supports best practices and training programs to ensure resource knowledge base
- Assists with process improvements and leverages technology for document automation
- Coordinates filings with multiple different printer companies
- Maintains strong working relationships with the client, financial printers and other third parties to ensure timely and accurate deal execution
- Conducts detailed market research and analysis to support strategic initiatives
- Completes special projects on various issues as assigned
- Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills, and Abilities:

- Experience drafting issuance documentation for securities or structured products, or complex or non-standard derivatives
- Experience working on structured products and/or derivative transactions
- Strong communication skills, both written and verbal that convey professionalism and responsiveness
- Strong attention to detail
- Ability to prioritize workflows in order to meet deadlines
- Ability to adapt to a changing environment and work collaboratively with cross-functional teams
- Ability to work efficiently in a fast-paced environment and deliver high quality work
- Proficiency with MS Office applications, specifically MS Word, MS Excel, and MS Outlook

Position Specifications:

Education

- Bachelor's degree in finance, economics, or accounting preferred

Typical Experience

- A minimum of one (1) year structured note related experience required with a large financial institution or at a law firm

Working Conditions and Physical Demands:

- Flexibility to work overtime and to be on call for important matters and tasks, as required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Frequently move (e.g., walk) around the office
- 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.