

Executive Assistant – Workplace Experience

PeopleSoft Job Code / Title: TBD / Executive Assistant WE
Department / Subdepartment: Workplace Experience / Global Real Estate
Organizational Relationship: Reports to the Senior Administrative Manager – Workplace Experience
FLSA Status: Non-Exempt
UCM Level: N/A
Last Updated: June 26, 2026

General Summary:

The Executive Assistant – Workplace Experience provides dedicated administrative support to the Chief Officer within the Workplace Experience department, with primary responsibility for managing their schedule, travel, and expenses. This includes similar support for department directors and the senior leadership group. The Executive Assistant also supports the department administrative team with broader administrative coordination and may help with department communications and projects as needed. The role requires discretion, sound judgment, and the ability to work quickly and effectively with people across the firm.

Essential Duties and Responsibilities:

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

1. Manages the Chief Officer’s calendar, including scheduling across multiple time zones, resolving conflicts, and helping prioritize time effectively
2. Coordinates all travel logistics for the Chief Officer including booking flights, hotels, ground transportation, and managing itinerary changes with speed and accuracy
3. Manages expense submissions, receipt tracking, and reconciliation on behalf of the Chief Officer in a timely manner
4. Supports the Senior Administrative Manager with administrative coordination, including organizing meetings, planning off-sites, and handling other operational logistics
5. Handles highly confidential and sensitive information with the utmost discretion, maintaining trust across all levels of the organization
6. Works well with people across the firm, using good judgment, tact, and discretion to keep coordination on track
7. Contributes to department-level administrative projects as needed, which may include visual and written communications, PowerPoint and Word document development, meeting coordination and planning, off-site planning, and other ad hoc initiatives

Knowledge, Skills & Abilities

- Proven ability to handle highly confidential and sensitive information with absolute discretion and trustworthiness
- Strong professional presence and emotional intelligence; able to read the room, adapt communication style, and lead with empathy in professional settings
- Demonstrated ability to handle sensitive interpersonal situations with maturity, tact, and sound judgment

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- Strong understanding of the firm's structure and the ability to work effectively with people across departments and seniority levels
- Highly organized with the ability to move quickly, work independently, and manage competing priorities without losing track of details
- Ability to take direction from multiple senior leaders and turn it into clear next steps across competing priorities
- Strong time and project management skills with a bias toward urgency and accountability
- Strong written and verbal communication skills, with the ability to write clearly, quickly, and concisely for senior audiences, including department communications, speaking notes, presentations, and white papers
- Excellent attention to detail
- Ability to lead effective meetings
- Strong ability to organize information clearly for different audiences

Position Specifications

Education

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

Work Experience

- A minimum of four (4) years' experience in executive or administrative support required
- Experience at a professional services or law firm strongly preferred
- Experience supporting C-suite or senior leadership in a fast-paced, high-stakes environment 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 required
- Occasional 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.