

Well-Being & Benefits Analyst I – Health Services

PeopleSoft Job Code / Title: 6891 / Well-Being & Benefits AnalystI
Department / Subdepartment: Well-Being & Benefits
Organizational Relationship: Reports to the Well-Being & Benefits Senior Manager – Health Services
FLSA Status: Non-exempt
UCM Level: Level 1
Last Updated: 10/27/2025

Department / Subdepartment Overview

The core mission of the Well-Being & Benefits department is to design programs that support the health and well-being of lawyers and staff (clients).

Role Overview

The Well-Being & Benefits Analyst I – Health Services (“Analyst I”) assists with a variety of responsibilities in support of the activities, reporting and processes relating to the firm’s on-site and near-site health center clinic facilities in addition to its chronic disease management and dedicated well-being counselor and coach programs across the United States, Europe, the Middle East and Asia. This role works closely with members from various internal teams as well as external vendor partners to aid in facilitation and robust engagement of clinic and program services.

Essential Duties and Responsibilities

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

1. Support idea generation and development for clinic programs by participating in clinician meetings and presentations
2. Enter clinic program data for utilization and initiative engagement using Excel, ensuring high accuracy
3. Help prepare promotional materials, including drafting content and creating and/or editing presentations, handouts, and invites using PowerPoint and Outlook
4. Coordinate logistics for clinic programs, including working with local teams and securing space
5. Respond to email inquiries about clinics and health services
6. Assist in planning and implementing evaluation tools, analyzing feedback to improve future programs
7. Manage multiple projects and adjust schedule to accommodate different time zones
8. Proficiency with Excel, PowerPoint, Word, and Outlook required
9. Assists various other projects, assignments, and goals of the Well-Being & Benefits Department as different priorities arise
10. Demonstrate efficient work practices and collaborate effectively as a team member

Knowledge, Skills & Abilities

- Strong interpersonal skills for effective interaction at all organizational levels
- Team-oriented with a focus on customer service
- Skilled in problem identification, analysis, and escalation

- Excellent organizational skills for time management, prioritization, and adapting to changing priorities
- Consistently produce high-quality, detail-oriented work
- Strong written and verbal communication skills
- Handle confidential information with discretion
- Ability to learn firm procedures
- Proficient in MS Office and other PC applications

Position Specifications

Typical Experience

- One (1) year administrative or professional services experience preferred

Education

- High School Diploma or equivalent required
- Bachelor's degree preferred

Additional Requirements

- Ability to work a flexible schedule to accommodate department needs

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Occasional travel, including both domestic and international travel, may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.