

# Workplace Experience Specialist – Data & Analytics

<b>PeopleSoft Job Code / Title:</b>	6866 / Workplace Experience Data Spec
<b>Department / Subdepartment:</b>	Workplace Experience
<b>Organizational Relationship:</b>	Reports to the Workplace Experience Manager – Data & Analytics
<b>FLSA Status:</b>	Non-Exempt
<b>UCM Level:</b>	N/A
<b>Last Updated:</b>	October 4, 2023

## General Summary:

The Workplace Experience Specialist – Data & Analytics provides financial and analytical support for the Workplace Experience Department. The Specialist queries and manages a variety of data sources in support of the department's initiatives. The Specialist summarizes large volumes of data in executive summary schedules or reports, helps to develop financial models, and provides statistical and analytical support to the firm and department, including general administration, as requested.

## Essential Duties and Responsibilities:

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

1. Retrieves, analyzes and organizes capital spend and other departmental data for reporting
2. Processes all of the department's invoices in regards to capital spend, departmental and other spend for payment
3. Maintain the department's invoice database and report on spend as requested
4. Identifies risk and opportunity through analysis of monthly forecasts
5. Works autonomously and as part of a team to meet organizational and project goals
6. Maintains archive of completed project files for existing and closed offices
7. Assists the team with report and workflow documentation, including facilitating reporting for various audits as required
8. Assists the team with administrative tasks pertaining to process efficiency, documentation, data entry, cross-training, and project tracking
9. Interacts directly with other departments, contractors, and vendors as needed
10. Supports senior analysts in completing analytical and reporting tasks as requested
11. Works with senior management in the Workplace Experience and Real Estate teams to provide additional analysis as requested
12. Works to ensure quality professional product, as well as delivery of all work within established timeframes
13. Takes lead in managing meeting scheduling, agenda preparation, and note-taking
14. Maintains professional image within the Workplace Experience Team and projects the same image to those outside of the department
15. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Ability to work independently to research, analyze, and develop financial information
- Ability to maintain flexibility with respect to assigned tasks to ensure able to meet deadlines, and manage deliverables and changing task priorities
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm

- Strong analytical skills needed for all primary duties of position, including comprehending and communicating data
- Ability to learn and apply new skills quickly and effectively
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal, including effective interpersonal communications (e.g., active listening)
- Strong attention to detail and quality assurance processes
- General knowledge of corporate finance and accounting principles and terminology
- General knowledge of professional services business
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Knowledge and proficiency in PC applications, including Microsoft Access, Word, Excel and PowerPoint
- Knowledge of BusinessObjects/Tableau/Excel macros
- Knowledge of Elite 3E

## Position Specifications

### *Education*

- Bachelor's degree required, preferably in Accounting, Business Administration, Economics or related field

### *Work Experience*

- A minimum of one year experience in analytics or data science preferred
- Experience responding to ad-hoc requests, developing analysis, and producing reports desired
- Previous experience in a customer-focus position is a plus

## 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
- 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.