

Administrative Coordinator – Workplace Experience

Department: Workplace Experience

Organizational Relationship: Reports to the Administrative Manager – Workplace Experience

FLSA Status: Non-exempt

Last Updated: May 21, 2024

General Summary:

The Administrative Coordinator – Workplace Experience provides support to department leadership for the efficient execution of day-to-day responsibilities and is responsible for inter-department and cross-functional communication strategies and deliverables. They work closely with the Administrative Manager and department leadership to develop communications around department initiatives and support special ad hoc projects..

Essential Duties and Responsibilities:

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

1. Develops complex and thoughtful presentations conveying internal strategies, projects, and initiatives in a way that is concise, compelling and easy for key stakeholders to comprehend
2. Performs executive support duties such as scheduling, booking travel, reservations, email inbox monitoring, submitting expenses, amongst other day-to-day responsibilities
3. Develops agendas for virtual and in-person meetings keeping in mind the strategic priorities of the team
4. Develops a wide range of department communication and documentation content with a consistent, elevated style and tone that is in line with design principles, and maintains a strategic thread through all their work
5. Storyboards, develops, and edits visual content with a strong, intentional, and compelling narrative for varying stakeholder groups

Position Specifications

Education

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

Work Experience

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- A minimum of two years' experience in communication and/or administration required
- Experience at a Professional Services firm preferred
- Experience in design or basic understanding of graphic design preferred

Knowledge, Skills & Abilities

- Excellent communication skills exhibited through written and verbal interactions and deliverables
- Strong written and verbal communication skills
- Strong organizational skills with the ability to operate independently
- Ability to prioritize multiple projects
- Ability to contribute to the team dynamic and culture while aligning to the goals and objectives of the firm
- Good executive presence, precision with communication, and ability to apply emotional intelligence in all professional settings
- Ability to apply design thinking and excellent attention to detail
- Effective time and project management skills
- Ability to develop and execute on strategic communication strategies
- Ability to apply write effectively and for a variety of audiences
- Knowledge of design principles
- Ability to lead effective meetings
- Ability to handle confidential and sensitive information with appropriate discretion
- Ability to understand firm organization and work effectively with varying levels of colleague
- Keen understanding of design principles and information hierarchy
- Basic operational data visualization skills and literacy
- Ability to understand and apply direction from varying stakeholders
- Concise and intentional writing and editing skills needed to compose department communications, speaking notes, presentation outlines, and white papers
- Ability to distill multiple perspectives into a singular strategic, cohesive narrative

Additional Requirements

- Occasional travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

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.