

Associate Recruiting Coordinator – Lateral Associates

| | |
|-------------------------------------|---|
| PeopleSoft Job Code / Title: | 7152 / HC&T Coordinator |
| Facebook Title: | Associate Recruiting Coordinator – Lateral Associates |
| Department / Subdepartment: | HC&T / Associate Recruiting |
| Organizational Relationship: | Reports to level 3 or above |
| FLSA Status: | Non-exempt |
| UCM Level: | Level 2 |
| Last Updated: | 1.15.25 |

Department / Subdepartment Overview

Associate Recruiting is responsible for the recruitment and hiring of top talent for all associate-level positions at Latham & Watkins. This includes summer associates, stagiaires, referendars, trainees, new associates, and lateral associates. Associate Recruiting collaborates closely with firm leadership committees and various professional services departments to develop and execute our strategic associate recruiting initiatives.

Role Overview

The Associate Recruiting Coordinator – Lateral Associates is responsible for supporting lateral associate recruitment by overseeing application processing, interview logistics, and candidate communications, while maintaining records, overseeing vendor relationships, and developing marketing strategies and onboarding plans.

Essential Duties and Key Responsibilities

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

1. Coordinates with the Associate Recruiting Manager to develop and implement recruitment strategies; organizes and represents the firm at recruiting events
2. Assists in all phases of the recruitment process, including processing applications, coordinating interview schedules, and managing onboarding logistics
3. Maintains and updates candidate records, ensuring data accuracy and compliance with firm policies
4. Prepares and disseminates marketing materials, statistics, and progress reports to support recruitment efforts
5. Supports the management of search firm and vendor relationships, tracking agreements and ensuring competitive fee rates,
6. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Well-developed interpersonal and communication skills, both written and verbal, to interact effectively at all organizational levels and work well in a team with a customer-service focus
- Able to handle confidential and sensitive information with appropriate discretion, strong analytical skills with minimal supervision, and attention to detail for quality assurance

- Organizational skills to manage time, prioritize tasks, handle multiple deadlines, and proficiency in MS Office, applicant tracking systems, and interview platforms

Position Specifications

Typical Experience

- A minimum of two years' experience in legal recruitment or professional services required

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Work from the firm's [redacted] office(s) at least [redacted] times per week, or more if deemed helpful by your supervisor
- Push, pull, and carry up to 15 pounds
- 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.