

Associate Recruiting Senior Coordinator – Lateral Associates

PeopleSoft Job Code / Title:	7149 / HC&T Senior Coordinator
Facebook Title:	Associate Recruiting Senior Coordinator – Lateral Associates
Department / Subdepartment:	HC&T / Associate Recruiting
Organizational Relationship:	Reports to level 4 or above
FLSA Status:	Exempt
UCM Level:	Level 3
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, referendaris, 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 Senior Coordinator – Lateral Associates is responsible for helping to develop lateral recruitment strategies, overseeing the end-to-end candidate process, managing vendor relationships, coordinating with other administrative teams during the recruitment process, representing the firm at events, and supervising team members while ensuring compliance with employment laws and market trends.

Essential Duties and Key Responsibilities

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

1. Collaborates with the Associate Recruiting Manager to develop and implement strategies for lateral associate recruitment
2. Oversees the end-to-end processing of applications and serves as the primary point of contact for candidates throughout the recruitment process
3. Prepares, analyzes, and presents marketing materials and reports for stakeholders while representing the firm at recruiting events
4. Manages relationships with search firms and external vendors, and supervises coordinators, assistants, and interns to support hiring efforts
5. Develops and manages recruitment budgets, monitors expenses, and ensures compliance with employment laws and best practices
6. Promotes effective work practices, works as a team member, and shows respect to co-workers

Knowledge, Skills & Abilities

- Well-developed interpersonal and communication skills, both written and verbal, to interact effectively at all organizational levels and lead teams with a customer-service focus

- Advanced organizational and analytical skills to manage time, prioritize tasks, handle multiple deadlines, and supervise others to ensure compliance and accuracy, while using independent judgment for decision-making
- Proficiency in MS Office, applicant tracking systems, interview platforms, and other necessary software, with the ability to undertake large projects, develop alternative methods, and implement solutions

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.