

Director of Administration

Department: Office Administration

Organizational Relationship: Reports to the Chief Administrative Officer or Senior Director of Administration

FLSA Status: Exempt

Last Updated: August 15, 2024

General Summary:

The Director of Administration is responsible for managing all business services for the assigned office. Responsibilities include, but are not limited to, working with office and global leadership to drive the strategic direction of the office; managing office financials; ensuring the effective and efficient day-to-day operation of the office; serving as a key connection point within the office and across the business services verticals and the firm community; and supporting the professional development of individuals in the office.

The individual in this role is responsible for ensuring all office business services needs are met, whether through direct oversight of business services teams or by coordinating with business services teams managed by other firm leaders. This responsibility entails managing communications and people, tracking Key Performance Indicators, and ensuring alignment with the firm's goals and strategies across all business services functions supporting the office.

As a strategic and trusted advisor to the Office Managing Partner(s) for practice offices or local ACAD members for global services offices, leveraging strong communication, interpersonal, and critical thinking skills, the Director of Administration identifies opportunities and needs, and devises strategies and solutions to help the office and the firm achieve its strategic objectives and operate effectively and efficiently. This multi-faceted role demands a hands-on approach, the ability to manage multiple projects simultaneously, and a focus on driving continuous improvement across the office, and it may include additional duties and responsibilities depending on size and complexity of the assigned office.

Essential Duties and Responsibilities:

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

1. Translates strategy into actionable deliverables to meet administrative and business goals; ensures that the activities of various business services verticals align with and support the overall strategic goals of the office
2. Identifies, manages, and mitigates risks to the organization; ensures process efficiency, optimal resource allocation, well-being, and compliance with applicable laws, regulations, and internal policies
3. Monitors and analyzes financial KPIs; designs and implements strategies to improve the financial performance, productivity, and efficiency of the office

LATHAM & WATKINS

4. Functions as a liaison across business services, managing relationships and ensuring consistent communication among supporting departments and teams; oversees physical office space management with internal and/or external teams and leads various special projects ensuring timely and successful completion, including seating strategies, maintenance, renovations, expansions, relocations, consolidations, and other key operational objectives; stays abreast of current and emerging market trends to make recommendations for the business and operational strategy for the office
5. In practice offices, aids partners in the development of their market-leading practices, demonstrating and leveraging familiarity with individual partners' practices and firmwide platforms
6. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
7. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent in Business or related field required
- JD, MBA, related master's degree, or equivalent preferred

Work Experience

- A minimum 15 years of progressively responsible office management experience in legal or professional services environment required

Knowledge, Skills & Abilities

- General management skills, including ability to oversee the P&L, strategic planning, stakeholder management, risk avoidance, and program management
- Ability to maintain composure and resilience under pressure, skillfully navigating challenges and unforeseen obstacles in a manner that reflects the firm's values and objectives
- Excellent leadership skills (i.e., organizing, planning, problem-solving, decision-making) necessary for effective management
- Ability to maintain awareness of macro socio-economic trends
- Well-developed and professional interpersonal and communication skills; ability to interact effectively with people at all organizational levels
- Ability to work in and foster a team environment with a customer-service focus
- Organization skills needed to manage time well, prioritize effectively, and manage multiple deadlines
- Ability to work collaboratively consistent with the culture of the firm
- Ability to effectively manage change and embrace culture of continuous improvement
- Ability to think creatively and provide strategic support to senior management
- Ability to manage confidential and sensitive information with the appropriate discretion

Additional Requirements

LATHAM & WATKINS

- 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.