

# Director of Real Estate & Workplace Experience – Administration

**Department:** Workplace Experience

**Organizational Relationship:** Reports to the Chief Officer – Real Estate & Workplace Experience

**FLSA Status:** Exempt

**Last Updated:** October 9, 2024

## **General Summary:**

The Director of Real Estate & Workplace Experience (WE) – Administration plays a crucial supporting role in driving strategic initiatives across leasing, program management, administrative management, and communication strategy. This role works closely with department and firm leadership to develop, socialize, and implement workplace strategies through leveraging expert communicative skills and a strong consultative nature.

## **Essential Duties and Responsibilities:**

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

1. Oversees the implementation of strategic projects, ensuring they align with organizational priorities and are completed on time and within scope
2. Supports the Chief Officer in developing strategic plans and initiatives by providing data-driven insights and analysis.
3. Develops and nurtures relationships with key stakeholders, including vendors, clients, and internal teams, to foster collaboration and drive mutual goals
4. Identifies potential risks related to real estate and workplace experience, implementing strategies to mitigate them and ensuring compliance with legal and regulatory requirements.
5. Analyzes and evaluates the performance of workplace experience initiatives and projects using data-driven insights, and makes strategic recommendations for improvements
6. Facilitates cross-departmental collaboration to promote integrated solutions and enhance overall efficiency and effectiveness in achieving firmwide objectives
7. Serves as a liaison between senior leadership and departmental teams to ensure clear communication and alignment on strategic initiatives
8. Assists in the preparation of presentations, reports, and briefing materials for executive meetings and stakeholder engagements; ensures that all materials are precise and accurate

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9. Continuously monitors industry trends and best practices in real estate and workplace experience, applying relevant insights to guide strategic planning and improve departmental strategies
10. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- Bachelor's degree or equivalent required
- Master's degree in Business Administration or related field preferred

### *Work Experience*

- A minimum of ten years' progressively responsible operations or related experience at a multi-office professional services organization required
- A minimum of five years' supervisory experience at a professional services organization required
- Experience with budgeting and general accounting procedures preferred

### *Knowledge, Skills & Abilities*

- Excellent leadership skills (i.e., organizing, planning, problem-solving, and decision making) necessary for effective management with the ability to lead multiple teams
- Knowledge of project management principles
- Ability to review and negotiate contracts for the firm
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Ability to manage work of others to ensure compliance and accuracy
- Advanced communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to perceive and analyze complex problems, and a capacity to make or recommend sound decisions
- Advanced organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Ability to use independent judgment and discretion when making majority of decisions
- Knowledge and proficiency in PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports
- Ability to draw upon knowledge of business and finance to inform strategic decision-making
- Ability to utilize strong interpersonal skills to build and maintain relationships
- Strong analytical skills used to assess complex situations and make informed decisions
- Attention to detail and problem-solving abilities

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- Teamwork and collaboration skills
- Ability to convey complex concepts in a clear and understandable manner
- Strong attention to detail
- Adaptability and resilience to navigate changing circumstances and challenges

## *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.