

Early Careers Development Manager – Business Services

Department: Office Administration

Organizational Relationship: Reports to the Director of Administration

FLSA Status: Exempt

Last Updated: August 20, 2024

General Summary:

The Early Careers Development Manager – Business Services supports the department and office by identifying and maintaining a detailed awareness of all entry-level opportunities in the office, including projects, internships, and part-time and full-time roles, and contributing to the development and retention of individuals at the early career level. The Manager also looks to identify and deploy best practices, allocate resources, and assess the entry-level opportunity landscape across the US. The Manager oversees the local Business Services Training Program (BSTP), ensuring the Business Services Trainees (“trainees”) are prepared for rotations and a successful career path at Latham, and liaises with program management across the US to encourage the sharing of best practices and resources. The Manager also coordinates any internship opportunities or programs that arise in the office.

The Early Careers Development Manager – Business Services works closely with Human Capital & Talent and Administration leadership and liaises closely with key stakeholders, including colleagues in Business Services Recruiting, Attorney Recruiting, and Professional Staff Development & Training.

Essential Duties and Responsibilities:

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

1. Manages the development and retention of trainees, which includes overseeing orientation, onboarding, and, in conjunction with Business Services Recruiting, their recruitment process and serves as the hiring manager for the local trainees
2. Coordinates with Business Services Recruiting to post jobs and fill placement opportunities
3. Liaises with office leadership and staff departments to assess future needs and target class size
4. Works with office leadership to evaluate program applicants during recruitment process
5. Prepares and facilitates recruitment events

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6. Designs local trainee rotation paths based on firm need and trainee skillsets, acting as a liaison between senior leadership, department managers, supervisors, and Human Capital & Talent to assess and fill needs
7. Meets with local trainees and rotation supervisors regularly to ensure best and consistent rotation experiences, collating and disseminating feedback from rotations in check-ins
8. Liaises with rotation supervisors to ensure the delivery of performance evaluations to local trainees and facilitates performance management activities with rotation supervisors; works to ensure rotation paths align with trainees' career goals and skill sets, while carefully balancing firm needs and colleague readiness
9. Tracks local trainee rotation preferences and seeks out projects that support trainee interests and firm needs
10. Develops and shares best practices for rotation supervisors
11. Liaises closely with office administration and Professional Staff Development & Training regarding local marketplace opportunities for all early talent based in the office
12. Serves as the local touchpoint for global development and graduate readiness programs, working closely with Global Attorney Recruiting
13. Identifies and maintains detailed awareness of all entry-level opportunities in the office, , working with office leadership and local Human Capital & Talent colleagues to determine how best to meet business needs; collaborates closely with the Business Services Recruiting team to optimize early career staffing across offices
14. Facilitates regular meetings between those who manage the US trainees to ensure the sharing of best practices and to identify opportunities for collaboration, and to connect Trainees with cross-office rotation and project opportunities.
15. Maintains and develops BSTP communications materials in coordination with program management in other US offices
16. Facilitates office internships, which includes assessing internship needs in conjunction with BSTP rotation needs, and
17. Liaises with Business Services Recruiting on intern recruiting and the offer process
Completes special office and/or firm projects on various issues as needed
18. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required with a focus in related field preferred
- Six years' human resources experience may be considered in lieu of a degree

Work Experience

- A minimum of four years' administrative or office experience in human resources or a professional services environment required
- A minimum of two years' supervisory experience preferred

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Knowledge, Skills & Abilities

- Excellent 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
- Strong communication skills, both written and verbal
- Excellent leadership skills (e.g., organizing, planning, problem-solving and decision-making) necessary for effective management
- Ability to lead as well as participate in and contribute to cross-departmental projects
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines; ability to conform to shifting priorities, demands and timelines
- Ability to develop and apply a strong knowledge of firm policies and procedures
- Knowledge and proficiency in PC applications, including MS Office

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.