

Global Associate Recruiting Assistant

Department: Associate Recruiting

Organizational Relationship: Reports to the Manager of Global Associate Recruiting

FLSA Status: Non-Exempt

Last Updated: May 8, 2024

General Summary:

The Global Associate Recruiting Assistant provides administrative support to the Associate Recruiting Department, including the Director of Associate Recruiting, Global Associate Recruiting Managers, and Global Associate Recruiting Coordinators, by organizing and expediting workflow in connection with all phases of attorney recruitment and attorney development processes.

Essential Duties and Responsibilities

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

1. Assists the Associate Recruiting Department with all phases of recruiting and development efforts for either new attorneys, lateral hires, or the Summer Associate program
2. Maintains Associate Recruiting Department documents and filing systems
3. Ensures receipt of updated documents for each candidate and organizes applicant materials for all candidates
4. Prepares weekly Global Hiring Report and assists with various hiring reports, including pace and offer/acceptance reports
5. Downloads, sorts and prepares summaries for arrivals and prepares onboarding documents
6. Prepares check requests for related events and expenses
7. Assists with preparation of materials for interview teams; generates recruiting reports and materials and assists with special projects on various issues as needed
8. Assists with LawCruit functions related to the profiles and status of all recruitment activity
9. Maintains candidate and vendor contact information
10. Assists with preparation and support for interview processes
11. Assists with tracking survey response rates and maintaining updated data
12. Assists with associate evaluation and review program
13. Processes expenses and reimbursements associated with recruiting efforts
14. Participates in Recruiting Committee business

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15. Coordinates with third party vendors to design, order and deliver internally and externally marketing and promotional materials, gifts and logo-embazoned paraphernalia
16. Assists with special projects on various issues as needed
17. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- High school diploma or equivalent required
- Bachelor's degree or equivalent preferred

Work Experience

- A minimum of one years' administrative or office experience in related field preferred

Knowledge, Skills, and Abilities

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to develop and maintain a courteous, professional and effective working relationship with clients, vendors, and other representatives of external organizations
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal
- 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 develop knowledge of firm policies and procedures
- Knowledge and proficiency in PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports

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.