

# OGC Administrative Manager – Employment

**PeopleSoft Job Code / Title:** OGC Administrative Manager- Employment  
**Department / Subdepartment:** Office of the General Counsel  
**Organizational Relationship:** Reports to the Deputy General Counsel - Employment  
**FLSA Status:** Exempt  
**UCM Level:**  
**Last Updated:** April 10, 2025

## Role Overview

The OGC Administrative Manager – Employment serves as a central resource the Deputy General Counsel – Employment and the OGC – Employment legal team. This position is responsible for overseeing and coordinating the administrative functions within the OGC – Employment vertical by ensuring efficient management of departmental operations, coordinating complex projects across multiple jurisdictions, managing critical workflows, enhancing internal communication, and supporting effective integration of the multi-jurisdictional employment legal team. The successful candidate will be highly organized, operationally savvy, adept at navigating sensitive and confidential matters, and skilled at coordinating efforts among internal and external stakeholders at all organizational levels. The Administrative Manager is also responsible for analyzing and reporting data related to ongoing OGC-Employment team projects, programs, and plans and will maintain and build relationships with various other departments within the Firm.

## Essential Duties and Key Responsibilities

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

### Operations and Departmental Coordination:

- Manage day-to-day operations supporting the OGC-Employment team, including coordination of team logistics, meetings, scheduling, and resource management.
- Establish and maintain a team calendar deadlines for filings, responses, and signatures on agreements.
- Implement and oversee processes to ensure seamless departmental workflow and communication across global offices.
- Assist in developing, maintaining, and enhancing departmental procedures and operational guidelines.
- Assist in the preparation and oversight of the OGC – Employment vertical’s budget including providing initial review of all outside counsel invoices and managing outside counsel budgets.
- Manage and optimize the use of technology and systems within the department.

### Project Management:

- Coordinate complex, global employment law projects and initiatives, ensuring clear assignment of tasks, milestone tracking, and timely completion.

- Facilitate effective collaboration across multi-jurisdictional employment legal team, ensuring alignment on projects affecting firmwide employment practices.
- Actively monitor progress on key projects, proactively resolving obstacles and ensuring delivery within established deadlines.
- Assist and support the OGC-Employment lawyers in responses to personnel file requests, subpoena responses, internal investigations and threatened and actual employment claims.

**Communications and Information Management:**

- Prepare comprehensive internal communications, executive briefings, presentations, and regular status updates for departmental activities.
- Develop agendas, coordinate preparation for meetings led by the Deputy General Counsel, and manage effective follow-up and accountability.
- Maintain and organize electronic and physical files in the OGC- Employment iManage site, ensuring easy access and retrieval of legal documents, records, and templates.
- Ensure clear dissemination of policy updates, training initiatives, and compliance information throughout the organization.

**Reporting and Compliance Tracking:**

- Maintain detailed reporting of employment-related legal projects, internal investigations, performance metrics, and compliance initiatives.
- Track and report on key departmental metrics and benchmarks, supporting timely and accurate compliance and risk management.
- Ensure confidentiality and appropriate handling of sensitive employee data and investigative information.

**Stakeholder and Relationship Management:**

- Coordinate with internal stakeholders, including HR teams, practice leaders, senior attorneys, and business professionals, ensuring smooth integration and collaboration on employment law matters.
- Manage logistical aspects of engagements with external resources, vendors, and outside counsel.
- Foster strong internal relationships to facilitate effective teamwork and communication across the firm's global operations.
- Prepare and maintain reports, spreadsheets, dashboards, and presentations to communicate finding to OGC Senior Leadership.
- Perform such other tasks and duties as may be required from time to time commensurate with the position in the firm.
- Assist with special projects as necessary.

**Knowledge, Skills & Abilities**

Ability to collaborate with persons of different levels within the organization including attorneys, management, support staff, and outside contacts as well as persons of different temperaments, working styles, and/or communication styles.

Ability to operate with a strong commercial focus.

Ability to operate in a fast-paced environment, manage time well, prioritize effectively, and handle multiple assignments and deadlines simultaneously.

Exceptional planning and organizational skills.

Strong analytical and problem-solving skills.

- Strong communication skills, both written and oral; ability to convey department procedures and objectives in a professional and tactful manner.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Knowledge and understanding of typical work processes performed daily in an office environment.
- Advanced attention to detail and accuracy in all work assignments.
- Knowledge and proficiency in PC applications required, including MS Word, Excel, and PowerPoint.
- Ability to use online, web-based research database tools.

### **Position Specifications**

#### *Typical Experience*

- Minimum of five (5) years' related operational and/or administrative management experience required
- Experience supporting in-house lawyers preferred

#### *Education*

- Bachelor's degree or equivalent required
- Two (2) years' relevant experience may be considered in lieu of a degree

### **Working Conditions and Physical Demands**

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- 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.