

Partner Integration Assistant

Department: Partner Recruiting & Integration

Organizational Relationship: Reports to the Partner Integration Manager

FLSA Status: Non-Exempt

Last Updated: December 6, 2024

General Summary:

The Partner Integration Assistant provides administrative assistance in support of the Deputy Chief – Professional Administration, the Director of Partner Recruiting, the Director of Partner Integration, and the Director of Partner Recruiting Strategic Projects, as well as the global activities and processes related to partner integration, and contributes to the successful transition and integration of each partner and counsel under the direction and guidance of the Partner Integration Manager(s).

Essential Duties and Responsibilities:

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

1. Supports the successful integration of new lateral partners firmwide in collaboration with other members of the Partner Recruiting & Integration (PRI) Department
2. Assists the Partner Integration Manager(s) with the deployment of a tailored 24-month Platform Integration process for each new lateral partner, including by maintaining and updating Platform Integration-related documents at regular intervals and supporting the scheduling of milestone check-ins with lateral partners and firm leaders
3. Supports the Partner Integration Manager(s) in implementing lateral partner integration programs and check-ins that fall outside of the Platform Integration framework
4. Creates and maintains internal team resources and databases related to partner integration, ensuring that all relevant information is captured consistently and updates are timely; collaborates with other business services teams to develop additional partner integration tools and resources, as necessary
5. Assists the PRI Leadership team and Partner Integration Manager(s) with the creation of presentations about lateral partner integration and with other special projects, as needed
6. Provides assistance to the Partner Integration team by maintaining various internal checklists, workflow documents, and other materials utilized in the partner integration process
7. Provides assistance with scheduling PRI Department meetings and support on special projects as needed by the PRI Leadership team
8. Works with the PRI Assistants to help maintain PRI's LathamNET presence and day-to-day content management, including supporting the ongoing evolution of the presentation of Department resources
9. Coordinates flight, hotel, and other necessary travel and expense (T&E) arrangements

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and processing for the PRI Leadership team

10. 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' law firm, administrative, or professional office experience preferred

Knowledge, Skills & Abilities

- Excellent organizational skills to manage time, prioritize and handle multiple deadlines
- Strong attention to detail
- Ability to conform to shifting priorities, demands and timelines
- Ability to identify complex issues and escalate as appropriate
- Well-developed and professional interpersonal skills
- Ability to interact effectively with people at all organizational levels of the firm
- Ability to work collaboratively in a team environment with a customer-service focus
- Ability to support interdisciplinary projects and initiatives
- Ability to develop strong knowledge of firm resources, policies and procedures and a deep understanding of firm culture
- Excellent communication skills, both written and oral
- Ability to apply sensitivity to the needs of diverse and multicultural constituencies
- Ability to serve as a brand ambassador to the PRI Department by displaying a positive attitude and by providing exceptional service to all stakeholders
- Strong knowledge of and proficiency with a variety of desktop and web-based applications, including Microsoft Word, Excel, PowerPoint, Teams, and OneNote; SharePoint
- Ability to learn and leverage firm artificial intelligence tools and other emerging technologies to drive efficiency in department processes and workflow
- Ability to apply judgment and to handle highly confidential and sensitive information with appropriate discretion

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

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duties may be assigned, and requirements may vary from time to time, and from location to location.