



## West Coast Legal Recruiting Assistant

### **JOB SUMMARY**

Loeb & Loeb's Legal Talent Management Department seeks a West Coast Legal Recruiting Assistant to join its team of professionals. Reporting to the West Coast Legal Recruiting Senior Manager, this position will reside in the Los Angeles office, which is located in Century City. Currently, our in-office requirements are 3 days per week.

This position is highly-visible to the Los Angeles and San Francisco lawyers, as well as firm-wide leadership. The selected candidate will provide support for associate and senior counsel, staff attorney, and contract attorney recruitment, and will support the manager and partner in charge of West Coast partner hiring in Los Angeles. At times, their assistance will be required for key professional development-related initiatives, such as the semi-annual performance management process and professional development initiatives, as they relate to the West Coast offices.

### **General Administrative Duties**

- Assist with general administrative duties as needed (expenses, invoices, check requests/reimbursements, contract attorney time submissions, mailings, etc.)
- Assist manager with expenses, phones, and correspondence.
- Maintain recruiting and professional records, files, and calendars.
- Update and maintain recruiting database, professional development database, and other resources.
- Assist with surveys and questionnaires, i.e., annual NALP form and other market surveys; CLE; associate performance evaluation process, mentoring programs, and diversity and inclusion initiatives, as they relate to Recruiting and Professional Development, on an as-needed basis.
- Handle background and conflicts-check processing, among other onboarding materials, and set up lateral orientation schedules.
- Serve as back-up to others in Department, which may entail firm-wide recruiting duties and professional development activity.

## **Legal Recruiting**

- Schedule candidate interviews, including booking conference rooms, sending calendar invitations, and sending evaluation links.
- Prepare and send candidate and agency correspondence; liaise with candidates and agencies, as needed.
- Provide on-ground support for professional development and recruiting events.
- Develop and maintain strong relationships with internal and external clients, including attorneys, staff, and search firms.
- Screen resumes and applications; distribute paperwork of qualified applicants to appropriate internal parties; and maintain applicant files within database.
- Assist the West Coast Legal Recruiting Senior Manager with scheduling lateral interviews, creating schedules, booking conference rooms and/or setting up Zoom meetings, sending calendar invitations and evaluation requests, and greeting candidates.
- Prepare candidate and agency correspondence, as needed
- Organize and administer onboarding and integration processes for new attorneys.
- Provide on-ground support for recruiting (and professional development) events, as needed.

## **Qualifications**

- Approximately 2 years of experience in a professional services environment is required; would consider less experience given a proven desire to develop legal recruiting skills. Bachelor's degree preferred.
- Candidate must possess excellent interpersonal, written and verbal communication skills, strong proofreading abilities, high level of organization, and a strong desire to build relationships among lawyers and staff. Ability to exercise sound judgment and deal with sensitive topics appropriately. Candidate must be proactive, service oriented, detail-oriented, and able to thrive in an environment that requires self-starting and multi-tasking.
- Advanced Microsoft Word and Excel required; experience using viDesktop preferred. PowerPoint is a plus.

The annual base salary range for this position is \$60,000 - \$70,000. The pay may vary based on experience or other relevant factors.

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