

DRINKER BIDDLE & REATH LLP
LATERAL PARTNER RECRUITING COORDINATOR
JOB POSTING

JOB TITLE: Lateral Partner Recruiting Coordinator	STATUS: Non-Exempt
REPORTS TO: Director of Lateral Partner Recruiting and Partner Recruiting Manager	LOCATION: Washington, D.C. or Philadelphia, PA
<p>SUMMARY: We are searching for a Lateral Partner Recruiting Coordinator to join our team! The Lateral Partner Recruiting (LPR) Coordinator will work under the supervision of the Director of Lateral Partner Recruiting and Partner Recruiting Manager to support the firm's lateral partner recruiting and integration efforts and all work associated with those programs across all offices.</p> <p><i>This role can be based in either our Washington, D.C., office or our Philadelphia, PA office.</i></p> <p>It is essential that this person be a self-starter and able to work well both in a team environment as well as independently. This role is expected to be a substantive contributor to the outcomes described and must ensure that client service and client satisfaction are attained in all areas.</p> <p>In accordance with the firm's Client Service Initiatives, the Coordinator must display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p>JOB FUNCTIONS:</p> <p><u>Lateral Partner Recruiting Support</u></p> <ul style="list-style-type: none"> • Manage and maintain database of lateral partner candidates, generate reports upon request and ensure that data is complete and accurate. • Maintain documents related to lateral partner recruiting, including candidate files, lateral brochures, search firm agreements and prospect lists. • Work with the LPR team to source candidates through a variety of methods, including internal referrals and leads, search firms and online research regarding specific targets and prospects. • Communicate regularly with search firms and candidates regarding ongoing searches. • Monitor news sources for information about candidates, peer firms, market activity and other information relevant to lateral partner recruiting. • Coordinate strategic research projects and maintain related documents. • Schedule candidate interviews, prepare interviewer materials and track interview feedback. • Support recruitment activities around lateral associates and support staff related to lateral partners and groups. • Track recruiting-related processes, including conflict and background checks. • Support Lateral Partner Recruiting Committee operations. <p><u>Lateral Partner Transition and Integration Support</u></p> <ul style="list-style-type: none"> • Work with the LPR team and other relevant administrative departments to coordinate activities relating to partner transition and integration. • Create and coordinate lateral partner orientation schedules; compile and distribute related materials. • Work with the LPR team to develop and implement an integration plan for each lateral partner or group. <p><i>The statements contained in this job posting are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p>	

KNOWLEDGE, SKILLS AND ABILITIES (including but not limited to):

- Knowledge of attorney recruiting field and procedures.
- Knowledge of Windows 7 and Office 2010 software programs.
- Proficient with the Microsoft Office Suite (Outlook, Word, etc.).
- Excellent written and verbal communication skills as well as proofreading skills.
- Must be highly motivated; a self-starter who is able to juggle multiple projects simultaneously and successfully, many with tight deadlines.
- Ability to adjust and adapt quickly to changing situations.
- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.
- Ability to interact with people in a manner which shows sensitivity, tact and professionalism.
- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality and work with sensitive matters.
- Candidate must be able to work with all levels of firm management and work well as part of a team as well as independently with little supervision.
- Candidate must quickly grasp the goals, service, culture and strategy of both the department and the firm overall.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Unbiased judgment, sound discretion and openness to the views of others.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Ability to travel to other offices as necessary to provide on-the-ground support for recruiting-related activities.
- Flexible and dependable, including the ability to work overtime as needed.
- Ability to lift up to 15 pounds.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- College degree (Associate or Bachelor's).
- Two plus years of prior law firm or professional services firm experience.
- Proficient with Microsoft Office Suite.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

HOW TO APPLY: Interested candidates should send a resume and cover letter, including salary expectations and location of interest for the role, to Human.Resources@dbr.com and reference "**Recruiting Coordinator**" in the subject line. *No phone calls please.*