

# Legal Recruiting Coordinator

## Legal Recruiting & Professional Development

**Summary:** To deliver quality-driven and timely professional recruitment across the Firm's EMEA offices.

[Email Resume Here to Apply](#)

### Qualifications:

- Subject matter expert. Relevant experience of coordinating law firm or professional services recruitment programs.
- Familiarity with the legal education and professional systems across EMEA.
- Excellent written and spoken English. Proficiency in German and/or French welcome.
- Experience of working in a high performance, international, multi-office environment.
- An international outlook and cultural awareness.
- Commitment to own professional development and growth.
- Strong interpersonal skills, including the ability to work effectively in a consensus-driven organization.
- Passion for delivering solutions.
- A highly organized and self-directed approach to work with the ability to manage multiple projects simultaneously. Impeccable attention to detail.
- Strong analytical and problem-solving skills. Sound judgement.
- Proficiency in MSWord, Excel, and PowerPoint. Well versed in Apply4Law

### Duties and Responsibilities:

#### Lateral Hiring

- Point of contact and subject-matter expert, both internally and externally, for lateral recruitment, spanning candidate attraction, candidate selection, and onboarding.
- Schedule and coordinate interview processes, assessment centres, and other business critical meetings.
- Support the Practice Group heads and other partners and Legal Recruiting Managers to manage their lateral recruitment needs across the EMEA offices from inception of a vacancy to on-boarding of the successful candidate. This includes supporting in drafting job descriptions, agreeing candidate specifications, advising on recruitment strategies and selection techniques, selecting and briefing agencies, screening candidates, scheduling interviews, and preparation and delivery of offers.
- At all times, seeking consistency of approach, standards and quality of service across the offices, and, where possible, advising on the mobility of candidates across offices.
- Build and maintain relationships with key internal and external stakeholders, working closely with the Graduate Recruitment partners, the Training Principal, and other key contacts within the business.
- Promote all aspects of employer branding (ensuring adherence to the Firm's branding guidelines), including review and updates of all promotional materials, publications, social media, and advertising.
- Maintain positive working relationships with legal search firms, as well as other recruitment contacts and resources. Acting as an ambassador for the Firm at all times.
- Using relevant tools, assist with preparation of management reports to assess return on investment of attraction strategies, efficiency of processes, and diversity of our talent pool. Maintain the tracking of all candidates using local tools, online systems, and via

## **Qualifications (continued):**

(preferred), or a similar recruiting database/software.

- Some travel may be required.

## **Duties and Responsibilities (continued):**

viDesktop. Use data to monitor trends and identify actionable insights.

- Assist with maintaining a program of liaison with future recruits.

### **Trainee/Intern Recruitment**

- Work in close collaboration with colleagues responsible for trainee and intern hiring across the EMEA offices. Must develop an understanding of qualification criteria in each jurisdiction.
- Assist Managers with the delivery of vacation schemes and other early careers programmes across EMEA, including the screening of applications, assisting with assessment centres, and interviews and the planning and delivery of schemes and offer management.
- Assist Managers with relationships and outreach activities with universities across EMEA, liaising with career services, law faculties, and key student societies and attending events where required.
- Assist Managers with the trainee life cycle from induction to qualification.
- Assist with the delivery of the annual Graduate Recruitment marketing campaign.
- Foster strong relationships with students and candidates to facilitate an exceptional experience throughout the candidate journey and build a positive employer brand.
- Working to support the whole team where necessary to achieve business goals.

### **General**

- Work closely with the Managers, Director, and escalate matters where appropriate.
- Promote diversity principles and good practice, providing advice on current initiatives and supporting new diversity initiatives and projects.
- Work with the EMEA HR team to ensure a joined-up approach to ensure that a seamless service is provided to the business.

## **Duties and Responsibilities (continued):**

- With the input of external advisers, to co-ordinate visa applications for future trainees, interns and secondees as required.

**Status:** Non-Exempt

**Reports To:** Director of Legal Recruiting and  
Professional Development (EMEA)

**Workplace Type:** Hybrid

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