

# Senior Legal Recruiting Coordinator

## Legal Recruiting Department

### Summary:

The Senior Legal Recruitment Coordinator is a vital member of Covington's Legal Recruiting team, executing strategic initiatives to help the firm attract top senior legal talent.

Primarily responsible for coordinating activities and processes in support of Senior Lawyer (e.g., Partners, Senior Counsel, Senior Of Counsel, Of Counsel, Special Counsel and Legal Advisors) hiring and integration for the firm's offices, as directed by their supervisor and other department leadership as applicable, while supporting all phases of Senior Lawyer hiring for the office, and other offices, as necessary, including arranging interviews, collecting and disseminating feedback, collecting LPQs, conflicts forms, and coordinating all steps in the hiring and integration process. The position will report to the Senior Director of Legal Recruiting and work closely with the HR team and Executive Committee.

**Email Resume [Here](#) to Apply**

### Qualifications:

- An undergraduate degree and a minimum of three years' of legal recruiting experience is required. Law firm experience is strongly preferred.
- Excellent attention to detail and strong organizational skills with the ability to handle multiple projects.
- Strong written and verbal communication skills, with proven ability to communicate effectively with personnel at all levels and externally with candidates and vendors.

### Duties and Responsibilities:

- Correspond with Senior Lawyer candidates to schedule interview dates and times, coordinate information for candidates and interviewers, and collate feedback for review.
- Coordinate the processing of all applications and introductions of Senior Lawyer candidates, whether direct or through recruiting agencies, and ensure that all materials are distributed, as appropriate, in a timely fashion to those at the firm involved in each candidate's recruiting process.
- Updating the applicant tracking system promptly throughout recruiting, ensuring accurate recordkeeping and document management.
- Support Covington partners in guiding Senior Lawyer candidates through the firm's recruiting process, keeping partner candidate experience in mind.
- Works closely with relevant members of firm leadership and firm administration to provide status updates with respect to individual candidate processes, issues, and timing.
- Under the guidance of the Executive Committee and the Senior Director of Legal Recruiting, facilitate the collection of onboarding materials, including conflict forms and background check forms, and coordinate with an appropriate counterpart in Human Resources to facilitate transition.
- Draft arrival memos and orientation schedules and coordinate with HR to confirm and finalize other onboarding items.
- Assisting the Senior Director of Legal Recruiting with special projects as needed.

## Qualifications (Continued):

- Strong service orientation and a high degree of professionalism with the ability to handle confidential and sensitive information with the appropriate discretion.
- Strong MS Office skills needed, with particular attention to Excel.
- Experience with viRecruit is a plus.

## Duties and Responsibilities (Continued):

- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

**Status:** Non-Exempt

**Reports To:** Senior Director of Legal Recruiting

**Workplace Type:** Hybrid as needed

Salary range is \$86,000-\$121,000.

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.

Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.