

Legal Recruiting & Professional Development Assistant (EMEA)

Legal Recruiting & Professional Development

Summary: To support the legal recruiting and professional development services for the Firm's EMEA offices.

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Qualifications:

- Previous experience of graduate and lateral recruitment within a law firm or professional services firm.
- A good level of educational attainment.
- Excellent time management and prioritisation skills.
- Excellent organisational skills and attention to detail.
- Ability to work on multiple projects simultaneously.
- Proficiency in MSWord, Excel, and PowerPoint. Well versed in Apply4Law (preferred), or a similar recruiting database/software.
- Excellent interpersonal skills. Proven ability to work in a team environment with staff and lawyers at all levels.
- Some travel required (for law fairs).

Duties and Responsibilities:

Graduate Recruitment

- Key point of contact, both internally and externally, for queries relating to graduate recruitment and development.
- Assist with all aspects of employer branding (ensuring adherence to the Firm's branding guidelines), including review and updates of all promotional materials, publications, and advertising.
- Support and attendance at the annual milkround at universities. Provide assistance at other profile raising events targeted at university students, such as practice specific presentations and skills sessions on campus.
- Support the team with preparation for and coordination of Vacation Schemes, Insight Day programs, and recruitment processes for training contracts. This includes arranging interviews, and all associated administration and logistical arrangements.
- Support onboarding and leaver processes for Vacation Scheme students, including all joiner/leaver paperwork and records, and pre-employment checks.
- Assist with maintaining a program of liaison with future trainees.
- Assist in the coordination and booking of the trainee induction program.
- Monitor the graduate recruitment inbox.

Lateral Recruitment

- Support the team with all lateral recruitment activities including scheduling and booking interviews.
- Maintain positive working relationships with legal search firms, as well as other recruitment contacts and resources, where appropriate.

Duties and Responsibilities (continued):

- Assist with preparation of offer paperwork for lateral hires.

Recruiting and Evaluation Systems

- Maintain the tracking of all candidates, including speculative CVs, and associate and counsel evaluations using local tools and via viDesktop.

Professional Development

- Support the team with the trainee solicitor mid-seat and end of seat evaluation process.
- Support the team with the associate evaluation processes.
- Provide administrative support for training programs across EMEA, including scheduling and booking dates/rooms, and liaising with other office admin personnel.
- Support the team with the associate mentoring programme.

General

- Provide regular updates to the team, and keep them apprised of any noteworthy matters.
- Process invoices and work with the Coordinator and Manager to track all costs related to legal recruitment and professional development activities, ensuring they are within budget.
- Promote diversity principles and good practice, providing advice on current initiatives and supporting new diversity initiatives and projects.
- Work with the London Human Resources (HR) team to ensure the team is aware of recruitment developments that will have a wider HR impact, to ensure that the HR function provides a seamless service to the business.

Reports To: Legal Recruiting & Professional Development Director (EMEA)

Status: Non-Exempt

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