

Staff Recruiter

Human Resources Department

Summary:

As part of the Firm-wide staff recruiting team, the staff recruiter will source, screen, and hire qualified talent for the Firm's staff positions. Lead, facilitate and implement recruiting and hiring processes and procedures. Cultivate an in-depth understanding of the Firm's organizational structure and department functions to attract and source qualified talent.

[Click Here to Apply](#)

Qualifications:

- A minimum of three years of recruiting experience in a fast-paced, service-intensive setting. Law firm experience preferred.
- Behavior-based interviewing skills and experience.
- Strong organizational and process management skills and experience.
- Excellent interpersonal, verbal, and written communication skills are essential. Proven ability to interface with personnel and candidates of all levels.
- Prior experience and proficiency with ATS technology and MSOffice.
- Flexibility to work hours beyond core schedule as needed.
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified candidates.

Duties and Responsibilities:

- Partner with hiring managers to determine requirements and qualifications for open staff positions of all levels. Lead candidates and hiring managers through Covington's staff recruiting process.
- Update and edit position description content as needed. Maintain job description electronic files.
- Ensure that job openings/position descriptions are posted on the Firm's intranet, website, and with relevant recruitment resources including employment agencies, social media, job boards, and other recruitment sources as appropriate.
- Establish and maintain productive professional relationships with existing and new vendor/agencies and recruiters. Effectively convey to external recruiters the benefits of working at Covington, as well as key skills and experience needed for each role.
- Provide regular status updates to staff recruiting team colleagues and hiring managers. Maintain communications with in-process candidates, and manage candidates' expectations of the process and decision-making timeline.
- Leverage established compensation calculation metrics to determine potential salaries for applicants. Ensure candidates' requirements and experience are aligned with position salary potential.
- Review and assess candidate resumes and applications; identify and recommend potentially suitable candidates to hiring managers for consideration.
- Administer testing and other position-specific screening as appropriate.
- Coordinate and schedule interviews using ATS. Assist with logging candidate submissions/resumes, and recording status updates.

Duties and Responsibilities (continued):

- Conduct reference checks, and ensure that all due diligence is completed at the appropriate stage of the recruiting process.
- Serve as a backup resource to coordinate and execute onboarding, and conduct new hire orientation.
- In coordination with director, extend offers and prepare offer letters.
- Prepare and send regret notices where appropriate.
- Apply knowledge of general EEO and applicable employment guidelines within the jurisdictions that the firm operates.
- Negotiate fee agreements with new recruiting agencies to comport with Covington's requisite terms.
- Ensure accuracy of agency placement invoices and process for payment in Covington's AP system.
- Perform other duties and special projects as assigned.

Status: Exempt

Reports To: Staff Recruitment Director

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.