



Legal Recruiting Specialist

Atlanta, GA

Smith, Gambrell & Russell is seeking a highly organized and detail-oriented Legal Recruiting Specialist to join our team, based in Atlanta. As one of the primary recruiting contacts for attorney candidates, you will be responsible for ensuring the successful recruitment, onboarding and integration of the Firm's lawyers.

Responsibilities

- Coordinate firmwide logistics for the summer program, including arrival and departure dates, orientation, and mentors/evaluating attorneys.
- Plan and execute the summer associate event calendar in Atlanta, including booking and attending all events, tracking attendance, sending reminders and budget tracking.
- Collaborate with the Professional Development team to coordinate summer associate training.
- Coordinate the summer associate work allocation and evaluation process, including monitoring workload, collecting and assembling evaluation packets, drafting and sending evaluation reminder emails, and synthesizing evaluation feedback.
- Coordinate the summer associate entry-level offer process.
- Build and maintain relationships with law school career services offices.
- Coordinate law school outreach events and presentations throughout the year.
- Coordinate the firmwide on-campus recruiting process, including registrations, screening resumes, preparing OCI materials for interviewers, scheduling callbacks and drafting all candidate correspondence.
- Update and maintain law school recruiting tracking documents and event attendance reports.
- Collaborate with office and practice group leaders to identify staffing needs and draft job descriptions.
- Utilize innovative sourcing strategies to build a robust candidate pool.
- Build and manage relationships with search firms
- Maintain the applicant tracking system
- Screen lateral associate candidate resumes, arrange candidate interview schedules, draft correspondence, and oversee candidate due diligence process with internal stakeholders.
- Ensure a positive candidate experience by greeting candidates, overseeing interviews, and communicating with candidates and search firms in a timely manner.
- Coordinate candidate travel and reimbursements as well as all aspects of processing invoices and payments to vendors and search firms.

- Coordinate with Marketing on recruiting collateral and website updates, social media campaigns, surveys, and local office events as is appropriate.

Qualifications and Experience

- Bachelor's degree required
- 2+ years of experience in legal recruiting or related field. Candidates with at least 2 years of law firm experience in any capacity with an interest in recruiting will also be considered
- Proficient in MS Office – Outlook, Word, Excel
- Experience with applicant tracking systems preferred
- Strong written and verbal communication skills, able to communicate effectively and in a professional manner with all levels of the firm and outside vendors
- Ability to work under pressure, and meet deadlines with shifting priorities
- Must be highly organized, detail-oriented, reliable, and able to juggle multiple tasks
- Excellent client service attitude as well as ability to handle confidential information with appropriate discretion
- Flexibility to work extended hours as needed, especially during the summer program and fall recruiting season

Equal Opportunity

Smith, Gambrell & Russell, LLP is an equal opportunity employer. We recruit, hire and promote all persons without regard to race, religion, color, sex, age, national or ethnic origin, disability, sexual orientation, political affiliation, veteran status, marital status or any other factor protected by applicable law. The Firm is comprised of individuals with diverse cultural, social, economic and personal backgrounds. We believe diversity enhances our workplace and ability to serve our clients' needs.