



## About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

[www.lateampartners.com](http://www.lateampartners.com)

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### Job Title

Executive Assistant

### Location

Remote

### Client

Undisclosed

### Job Summary

We're seeking a proactive, detail-obsessed, and emotionally intelligent Executive Assistant to support Dan —entrepreneur, podcast host, hospitality industry connector, and partner in multiple businesses. This is not a task-runner role. You'll be the air traffic controller, relationship manager, and operations partner who keeps Dan focused on high-leverage work.

## **Responsibilities**

### Executive Operations

- Calendar management across multiple time zones and priorities
- Prepare Dan for meetings with context and briefing docs
- Inbox triage and light communication drafting (emails, texts, LinkedIn DMs)
- Weekly “what's coming / what's outstanding” review with Dan

### Relationship Management

- Maintain a CRM or relationship tracker of top clients and podcast guests
- Schedule regular follow-ups, thank-you notes, and pulse-checks
- Draft and manage outreach for podcast guests and speaking events

### Bookkeeping & Admin

- Categorize and upload receipts, coordinate with bookkeeper/CPA
- Track POs, vendor payments, and budget-related follow-ups
- Maintain quarterly reporting systems and dashboards (can train on tools)

### Social Media & Brand Support

- Draft and schedule social media posts based on podcast and newsletter content
- Maintain and update personal website and digital brand assets
- Organize and surface quotes, clips, and episode highlights for repurposing

### Project & Sales Pipeline Management

- Track podcast production timelines and follow-ups
- Maintain an active deal/pipeline/project tracker for model rooms, sales opportunities, and other projects
- Coordinate across Agency 967, BERMANFALK, Defining Hospitality, and other priorities

## Personal & Family Calendar Management

- Assist with personal tasks and home-related projects
- Manage family calendar and coordinate school, sports, and appointments as needed

## **Qualifications**

- Have 3+ years supporting a busy entrepreneur, investor, or executive
- Are organized to a fault and allergic to dropped balls
- Have strong written communication skills
- Can switch gears between strategic planning and logistical detail
- Are tech-savvy (Google Workspace, MS Office, QuickBooks basics, Short Form Video Editing)
- Know how to read the room and anticipate what's needed next
- Love creating calm from chaos

## **Apply to this position**

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>