



## 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

Description of Project Coordinator & Assistant

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking a highly organized and efficient Operations Coordinator and Assistant to support a consultancy agency with both professional and personal tasks. The ideal candidate will be tech-savvy, proactive, and possess excellent communication skills.

This remote position offers a flexible work environment and the opportunity to grow with dynamic professionals. If you thrive in a fast-paced setting and enjoy diverse responsibilities, we encourage you to apply.

## **Responsibilities**

- Manage and organize calendar, including scheduling appointments and meetings
- Handle email correspondence and filter important messages
- Conduct research and prepare reports on various topics
- Assist with travel arrangements and itinerary planning
- Manage personal tasks such as online shopping, bill payments, and arranging personal appointments
- Provide basic bookkeeping and invoice management support
- Create and edit documents, presentations, and spreadsheets
- Assist with social media management and content creation
- Other task and assignments as needed

## **Qualifications**

- Excellent organizational and time management skills
- Strong written and verbal communication abilities
- Proficiency in Microsoft Office Suite and Google Workspace (Required)
- Experience with project management tools and video conferencing platforms
- Ability to work independently and meet deadlines
- Discretion and confidentiality when handling sensitive information
- Flexible schedule to accommodate occasional urgent tasks
- Experience with online platforms such as Squarespace, Mailchimp, Notion, Signnow, and Canva (preferred)
- Experience with Quickbooks (preferred)

## **Apply to this position**

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