



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

Job Title

Real Estate Asset & Investor Relations Associate

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a highly motivated and detail-oriented Real Estate Asset & Investor Relations Associate to join our growing team. This individual will play a critical role in tracking asset performance, preparing investor communications, and coordinating marketing and stakeholder

outreach. The ideal candidate has strong real estate financial acumen, excellent writing skills, and a proactive approach to stakeholder engagement.

Responsibilities

Asset Performance & Reporting:

- Monitor and analyze operational and financial performance of real estate assets (monthly, quarterly, and annual).
- Prepare and distribute monthly and quarterly investor reports including property-level summaries, occupancy updates, budget variances, capital project progress, and returns analysis.
- Assist in preparing asset management memos, hold/sell analyzes, and business plan updates.

Investor Communications & Stakeholder Management:

- Maintain investor communication schedules and ensure timely delivery of performance updates, capital calls, and distribution notices.
- Respond to investor inquiries and coordinate with internal teams to provide accurate and timely information.
- Prepare professional correspondence, investor presentations, and portfolio overviews as needed.

Marketing & Outreach:

- Draft and distribute company newsletters, deal announcements, and press releases to stakeholders and the investment community.
- Collaborate with the marketing team to develop and maintain investor-focused content for websites and social media platforms.
- Support the execution of webinars, investor meetings, and marketing campaigns.

Apply to this position

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