



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

Project Coordinator & Assistant

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a highly organized and proactive Executive Assistant to support a dynamic entrepreneur or startup executive. This role requires someone with excellent English communication skills, a hands-on attitude, and the ability to work independently in a fast-paced,

ever-changing environment. If you're agile, tech-savvy, and passionate about helping visionaries stay focused, this is the role for you.

Responsibilities

- Manage calendars, schedule meetings, and coordinate appointments across time zones
- Organize inboxes, prioritize emails, and draft or proofread communications
- Conduct online research and prepare summaries or briefing materials
- Track deadlines, manage task lists, and follow up on action items
- Assist with internal documentation, process improvement, and project coordination
- Support with basic bookkeeping, invoice tracking, and expense reporting
- Coordinate travel arrangements and logistics
- Help with ad hoc tasks as needed (event planning, reporting, light data entry, etc.)

Qualification

- Proven experience as an executive assistant, virtual assistant, or similar role
- Excellent written and verbal communication in English
- Comfortable using tools like Google Workspace, Notion, Slack, Zoom, and project/task managers (e.g., Trello, Asana)
- High degree of discretion with confidential information
- Ability to thrive in a fast-moving, entrepreneurial environment
- Strong attention to detail and ownership mentality

Apply to this position

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