



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

Executive Assistant

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a high-level Executive Assistant who is proactive, detail-oriented, and highly organized. This role requires working US business hours Monday to Friday, with availability for one weekend day (Sunday) to review messages or any urgent matter.

The ideal candidate must excel in calendar management, travel coordination, online research, and possess advanced skills in Excel. Must have experience using HubSpot. A bonus would be a candidate who can assist in managing the executive's social media accounts and personal brand.

Responsibilities

- Manage and coordinate the executive's calendar, ensuring efficient scheduling and time management.
- Organize domestic and international travel, including flights, accommodations, and itineraries.
- Conduct detailed online research to support business initiatives and decision-making.
- Use Excel for data organization, analysis, and reporting.
- Provide general administrative support, including managing emails, preparing documents, and handling communications.
- Assist with personal tasks and scheduling as required.
- Bonus: Manage the executive's social media accounts and assist in building and maintaining their personal brand across platforms.

Qualification

- Proven experience as an Executive Assistant or similar role supporting senior executives.
- Proficiency in calendar management tools (e.g., Google Calendar, Outlook).
- Proven experience with Hubspot
- Strong organizational skills and ability to multitask in a fast-paced environment.
- Excellent online research skills with attention to detail.
- Advanced proficiency in Microsoft Excel.
- Strong written and verbal communication skills in English.
- Availability to work US business hours and one weekend day (Sunday)
- Experience working in a remote environment.
- Bonus: Experience managing social media platforms and developing personal brands for executives or influencers.

Apply to this position

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