



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

Location

Remote

Client

Undisclosed

Job Summary

We are currently seeking a dynamic and highly organized Executive Assistant / Project Coordinator to be the CEO's right hand—ensuring smooth daily operations, timely follow-ups, and effective coordination across projects and creative talent.

Responsibilities

- Act as the primary support for the Founder, managing daily schedules, appointments, and communications.
- Coordinate and schedule internal and client meetings across time zones.
- Track ongoing projects and follow up with clients, designers, and video editors to ensure deadlines and deliverables are met.
- Maintain clear documentation of project status updates, timelines, and next steps.
- Assist in preparing materials, briefs, and communications for client calls.
- Serve as a liaison between the CEO and contractors, ensuring smooth task delegation and feedback loops.
- Handle light administrative tasks such as inbox management, document organization, and file sharing.

Qualification

- 2+ years of experience as an Executive Assistant, Project Coordinator, or similar role, ideally in a creative or digital agency environment.
- Excellent organizational skills and attention to detail.
- Strong communication and follow-up skills (written and verbal).
- Proactive mindset with the ability to anticipate needs and take initiative.
- Comfortable juggling multiple tasks in a fast-paced, remote setting.
- Fluent in English
- Proficiency in tools such as Google Workspace, Zoom, Slack, Notion, Trello, or similar platforms.

Apply to this position

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