



## 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

Executive Business Partner

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking a dynamic and highly organized Executive Business Partner to support the leadership team of Entourage Effect Capital. This role is ideal for a proactive, detail-oriented professional who thrives in fast-paced environments and enjoys working across multiple projects and administrative functions.

As an Executive Business Partner, you will act as a trusted right hand to the leadership team, providing essential support in project coordination, bookkeeping, administrative tasks, and day-to-day operations.

### **Responsibilities**

- Provide high-level administrative support to executives, ensuring smooth daily operations
- Assist with project coordination and follow-up to ensure deadlines and deliverables are met
- Support bookkeeping and basic financial administration tasks
- Organize meetings, manage calendars, and handle communication with internal and external stakeholders
- Prepare reports, presentations, and documentation as needed
- Act as a problem-solver, anticipating needs and proposing solutions
- Maintain confidentiality and demonstrate sound judgment in all interactions
- Collaborate with various teams to ensure efficient execution of projects and initiatives

### **Qualification**

- Proven experience as an Executive Assistant, Business Partner, or Administrative Coordinator role
- Strong organizational skills with the ability to multitask and prioritize effectively
- Proactive, resourceful, and solutions-oriented mindset
- Solid understanding of administrative processes and basic financial tasks (bookkeeping experience is a plus)
- Excellent communication skills, both written and verbal
- Fluent English (C1 level or higher)
- Comfortable working independently in a fully remote environment
- Experience working with executives or leadership teams preferred

**Apply to this position**

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