



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

Virtual Assistant

Location

Remote

Client

Undisclosed

Job Summary

A Miami area executive coaching & training company is seeking a detail-oriented and proactive Virtual Assistant to support the CEO in daily operations. This is a remote position with a base schedule of 9 AM to 5 PM EST, with mutual flexibility - based on the CEO's travel schedule, workflow,

Responsibilities

- Manage the calendars of the CEO and his business partner wife, ensuring smooth scheduling and coordination
- Create budgets and send contracts to new clients upon onboarding
- Create relationships with the clients & client representatives
- Coordinate both virtual and in-person events, including planning, logistics, and travel arrangements
- Create presentations for events using Microsoft PowerPoint
- Analyze feedback and data from surveys using SurveyMonkey
- Review and approve content for social media and the company website
- Conduct research to stay current on industry trends and identify potential leads and partnership opportunities
- Attend to virtual seminars on weekly basis to continue growth and development.

Qualification

- Advanced proficiency in English (spoken and written)
- Familiarity with organizational development and coaching is a plus.
- A desire to be involved in the coaching industry (in any preferred area) is a plus.
- Proficiency in the Microsoft ecosystem (Outlook, Word, Excel, PowerPoint, etc.)
- Strong attention to detail
- Collaborative, team-oriented mindset
- Flexible and adaptable to shifting priorities
- Proactive, curious, and eager to learn

Apply to this position

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