# LaTeam
YOUR LATAM TEAM

**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.

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**Job Title**

Automation & Airtable Specialist

**Location**

Remote

**Client**

Undisclosed

**Job Summary**

We are seeking a tech-savvy, detail-oriented Automation & Airtable Specialist to join our internal IT operations team. This role will focus on creating, maintaining, and troubleshooting workflows across a range of tools — with Airtable at the core.

This is a remote, offshore position, but working hours must align with Central or Eastern US time to ensure collaboration with our US-based team.

**Responsibilities**

- Design and manage Airtable bases to support key internal workflows and data structures
- Build, maintain, and troubleshoot automations using:
  - [Make.com](Make.com)
  - Zapier
  - MiniExtensions
  - Fillout Forms
  - [Softr.io](Softr.io)
  - (Bonus) Go High Level (GHL)
- Configure and troubleshoot webhooks, API-based integrations, and HTTP modules
- Work with internal team members to translate business needs into technical workflows
- Ensure data flows reliably across connected platforms
- Write clear internal documentation for systems and automations

**Qualification**

- Expertise in Airtable, including complex formulas, linked records, and interface views
- Proven experience with Make.com and/or Zapier, building multistep, conditionally triggered workflows
- Confident working with webhooks, APIs, and JSON payloads
- Familiarity with tools like MiniExtensions, Fillout Forms, and Softr.io
- Comfortable reading and referencing API documentation
- Strong troubleshooting and problem-solving skills
- Clear written communication and ability to document processes
- Self-directed and dependable in a remote, async environment

**Bonus Experience (Nice to Have)**

- Experience with Go High Level (GHL) workflows and CRM integrations
- Basic scripting knowledge (JavaScript or similar)
- Airtable scripting or automation scripts (JavaScript-based)

**Apply to this position**

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