



## 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 Assistant

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking a highly organized, proactive, and professional Executive Assistant to support our CEO and ensure the smooth functioning of their daily operations. This role is crucial in enabling the CEO to focus on strategic initiatives and drive the company's success.

## **Responsibilities**

### Administrative Support:

- Manage the CEO's calendar, schedule meetings, and coordinate appointments.
- Handle travel arrangements, including booking flights, accommodations, and preparing detailed itineraries.
- Draft, proofread, and edit emails, reports, and other communications on behalf of the CEO.
- Act as the first point of contact, screening and prioritizing emails, calls, and inquiries.

### Meeting Coordination:

- Prepare meeting agendas, take detailed minutes, and ensure follow-up on action items.
- Organize and coordinate internal and external meetings, including board and leadership meetings.
- Ensure the CEO is fully prepared for all meetings by providing necessary documentation and briefings.

### Project Management:

- Assist with planning, coordinating, and monitoring special projects or strategic initiatives.
- Conduct research and prepare presentations as required by the CEO.

### Confidentiality & Relationship Management:

- Handle sensitive and confidential information with discretion.
- Build strong relationships with internal teams and external stakeholders on behalf of the CEO.

### Office Coordination:

- Work closely with other departments to ensure smooth day-to-day operations.
- Maintain records, organize files, and ensure the CEO's office is well-managed.

## **Qualification**

- Bachelor's degree in Business Administration, Communications, or a related field (preferred).
- Proven experience as an Executive Assistant or similar role, preferably supporting C-suite executives.
- Exceptional organizational and multitasking skills with acute attention to detail.
- Strong written and verbal communication skills.
- Proficiency in office software, including Microsoft Office Suite,
- Google Workspace, and project management tools (e.g., Asana, Trello).
- Ability to manage priorities in a fast-paced environment and work under pressure.
- High level of discretion, professionalism, and problem-solving skills.
- Experience managing complex schedules and handling
- international travel arrangements (preferred).

## **Apply to this position**

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