



## 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

Intake Specialist

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking a highly organized, proactive, and bilingual Intake Specialist to join our growing team of 4–5 professionals. The ideal candidate will have strong experience in personal injury (PI) and excellent communication skills in both English and Spanish, as this role involves direct

interaction with clients. The Intake Specialist plays a critical role as the first point of contact for potential clients, gathering essential case details and ensuring a smooth onboarding process.

### **Responsibilities**

- Serve as the first point of contact for new clients via phone, email, or chat
- Conduct detailed client intakes, gathering key information about personal injury cases
- Accurately input data into the case management system
- Communicate with potential clients in both English and Spanish
- Schedule follow-ups and consultations with attorneys
- Coordinate documentation, including medical records and accident reports
- Maintain organized records and ensure a smooth hand-off to legal staff

### **Qualification**

- Prior experience as an Intake Specialist or in a similar role within a Personal Injury law firm is required
- Bilingual: Fluent in English and Spanish (spoken and written)
- Strong organizational skills and attention to detail
- Proactive, self-motivated, and able to manage multiple tasks efficiently
- Excellent communication and interpersonal skills
- Familiarity with legal software and CRM systems is a plus

### **Apply to this position**

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