



## 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!

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### Job Title

Paralegal

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking a detail-oriented Paralegal with strong experience in loan documentation and lending to serve as a second set of eyes for our attorneys and office staff. This role plays a key part in ensuring accuracy, legal compliance, and professionalism across all loan-related legal documents, directly contributing to our ability to close deals quickly and efficiently.

## **Responsibilities**

- Review loan agreements, promissory notes, collateral documents, and other lending-related contracts.
- Identify inconsistencies, legal errors, and compliance risks, and provide clear, actionable feedback.
- Ensure documents meet internal standards and regulatory requirements.
- Support attorneys and administrative teams in finalizing and refining loan packages.
- Track changes, manage version control, and maintain document archives.
- Contribute to the standardization of templates and improvement of documentation processes

## **Qualification**

- Minimum of 3 years of paralegal experience, with a focus on loan documentation and/or commercial lending.
- Strong knowledge of real estate-secured loan structures and lending compliance.
- Exceptional attention to detail and analytical skills.
- Fluent English communication skills (C1 level or higher).
- Proven ability to work independently in a fast-paced, fully remote environment.
- Familiarity with document management systems and legal software tools

## **Apply to this position**

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