



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

Executive Assistant

Location

Remote

Client

Undisclosed

Job Summary

This is a dynamic role for someone who enjoys managing a variety of tasks in a fast-paced environment and is equally comfortable handling executive-level responsibilities and personal assistant duties.

Responsibilities

Executive Support & Office Management:

- Act as the primary liaison and support for the President's business operations.
- Coordinate and manage business and personal calendars; schedule meetings and events using Microsoft Teams.
- Maintain accurate and up-to-date records on Juniper Square investor portal and the Client website via WordPress.
- Ensure timely ordering of office supplies and oversee maintenance schedules for all office equipment.
- Screen and respond to incoming communications (calls, emails, mail) with professionalism and discretion.
- Draft and edit correspondence, presentations, and reports.
- Serve as point of contact for investor communications, updates, and information requests.

Financial & Information Management:

- Manage and track company and personal financial transactions using QuickBooks.
- Reconcile multiple business and personal bank accounts.
- Monitor cash flow, transfer funds, and ensure adequate account balances.
- Prepare regular financial reports and summaries for accountants.

Travel & Logistics:

- Coordinate business and personal travel (domestic and international), including flights, hotels, ground transportation, and itinerary preparation.
- Assist with travel-related needs such as event packing and scheduling.

Personal Assistant Responsibilities:

- Manage and update a personal calendar of events, appointments, reservations, and tee times.

- Assist in organizing home improvement projects and liaise with vendors or contractors.
- Run personal errands and purchase items as needed for the President.
- Support ad-hoc personal tasks as assigned to maintain overall efficiency in daily affairs.

Qualification

- Minimum 3+ years of experience in administrative, executive assistant, or office management roles.
- Strong knowledge of office management procedures and bookkeeping.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Strong knowledge on QuickBooks
- Experience working with WordPress and investor platforms like Juniper Square is a plus.
- Strong organizational and time management skills; able to prioritize and multitask effectively.
- Self-starter with a positive attitude and eagerness to learn.

Apply to this position

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