



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

Operations Coordinator

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a detail-oriented and highly organized Project Operations Coordinator to support our team in coordinating upcoming projects and managing documentation for accurate cost tracking. This is an entry-to mid-level role-ideal for someone who enjoys working behind the scenes to keep operations running smoothly and efficiently.

Responsibilities

- Assist in the planning and scheduling of upcoming construction projects.
- Coordinate with internal teams, subcontractors, and suppliers to confirm timelines and availability.
- Maintain and update project calendars and internal tracking systems.
- Collect and organize documentation from completed projects (e.g., timesheets, material invoices, subcontractor bills).
- Upload and categorize data into the appropriate project folders for cost analysis and accounting.
- Work with finance or estimating teams to ensure all costs are accounted for accurately.
- Prepare project folders and documentation packets before project kickoff.

Qualifications

- Bachelor's degree in Business, Construction Management, Engineering, or related field preferred (or equivalent experience).
- 1–2 years of experience in an administrative, operations, or coordination role—Experience in construction or a project-based environment is a plus.
- Strong organizational skills and attention to detail.
- Comfortable managing multiple tasks and shifting priorities.
- Proficiency in Microsoft Office Suite (especially Excel), Google Workspace, and project management software
- Familiarity with construction documents, teams, and subcontractors are bonus requirements for this role
- Basic understanding of project costing or budget tracking
- English Level C1

Apply to this position

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