



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 & Sales Support Assistant

Location

Remote

Client

Undisclosed

Job Summary

Join us as an Executive & Sales Support Assistant—an integrated role combining administrative excellence with proactive sales support. You'll work closely with senior leadership and the Growth team to ensure seamless operations and efficient client acquisition processes.

Responsibilities

- Provide executive-level support: manage email and calendar workflows, coordinate travel, assist with presentations, and maintain cross-functional alignment.
- Generate potential client leads and prospect lists using Apollo, ZoomInfo, Salesforce, and LinkedIn, delivering actionable intelligence for the Growth team.
- Support client outreach and CRM pipeline hygiene, including entry, segmentation, and follow-up.
- Assist in the planning and execution of client events and virtual engagements.
- Communicate clearly across email and other platforms, aligning with Pennington's high-touch, service-oriented approach.
- Uphold discretion and professionalism in all interactions, mirroring the firm's commitment to thoughtfulness and legacy-minded relationship-building.

Qualification

- Supported or partnered with senior executives—ideally in wealth management or private wealth environments.
- Hands-on experience generating B2B prospect lists and managing pipelines using Apollo, ZoomInfo, Salesforce, or LinkedIn.
- Exceptionally organized—with the ability to prioritize and manage competing demands independently in a fully remote setting.
- Embodies entrepreneurial spirit: adaptable, collaborative, proactive, and values adding strategic value.
- English proficiency is required

Apply to this position

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