



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

Intake Specialist

Location

Remote

Client

Undisclosed

Job Summary

We are looking for a Remote Intake Specialist (Contractor) to join our team full-time. The Intake Specialist will serve as the first point of contact for prospective clients, handling incoming calls, collecting essential information, and prequalifying leads to determine if they may become clients

of the firm. The ideal candidate is based in Latin America, has excellent communication skills, and is comfortable working in a professional, fast-paced environment.

Responsibilities

- Answer and manage inbound calls from prospective clients with professionalism, empathy, and attention to detail.
- Conduct initial screenings to assess whether leads meet the firm's basic qualification criteria.
- Document all relevant information accurately in the firm's intake/CRM system.
- Schedule consultations or transfer qualified leads to attorneys as needed.
- Ensure a positive and professional first impression of the firm.
- Perform follow-ups when necessary to complete intake records.

Qualification

- Experience in client intake, customer service, or call center roles (law firm experience is highly desirable).
- Exceptional spoken English; bilingual (English/Spanish) strongly preferred.
- Strong communication and active listening skills.
- Ability to handle multiple inquiries and prioritize effectively.
- Tech-savvy, with experience using Microsoft Office Suite and CRM/intake platforms.
- Must be based in Latin America and able to work remotely on a full-time contractor basis

Apply to this position

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