



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

We are seeking a proactive and bilingual (English fluency required) Executive Assistant to support our lead attorneys remotely. This role demands discretion, strong organizational skills, and legal or finance-savvy administrative support tailored to a dynamic law firm environment.

Responsibilities

- Manage complex calendars—scheduling court dates, internal and client meetings, and travel logistics.
- Prepare and organize case files, briefs, presentations, and client communications accurately.
- Handle confidential correspondence and documents with utmost professionalism.
- Provide logistical support for hearings, depositions, and client consultations.
- Serve as primary point of contact: screen and prioritize calls and emails, liaise with clients and court staff, and route inquiries to the appropriate attorneys.
- Utilize Microsoft Office and Google Suite tools for documentation, scheduling, and seamless collaboration.

Qualification

- Fluent in English, with excellent written and verbal communication skills.
- Proven experience as an Executive or Legal Assistant, preferably in law firms or financial/legal environments.
- Exceptional organization and attention to detail; capable of managing competing priorities independently.
- Strong discretion and experience handling sensitive legal matters.
- Tech-savvy—comfortable with Microsoft Office, Google Workspace, and virtual meeting platforms (e.g., Zoom).

Apply to this position

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