



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're seeking a highly organized, English-fluent Executive/Administrative Assistant to support our leadership team remotely. The ideal candidate will expertly manage administrative workflows, email communications, scheduling, and be the operational hub of our sales and client care teams.

Responsibilities

- Manage email correspondence, calendar slots, and meeting agendas with precision and professionalism.
- Coordinate remote and in-person appointments, product deliveries, and internal team meetings.
- Maintain documentation for salon inventory, product launches, and supplier coordination.
- Support communication across departments—stylists, marketing, and product operations—to ensure seamless operations.
- Assist in light bookkeeping tasks such as invoice tracking, vendor follow-ups, and expense monitoring.
- Utilize Google Workspace tools (Gmail, Docs, Calendar, Sheets) for smooth remote collaboration and documentation.

Qualification

- Excellent spoken and written English proficiency.
- Proven experience in an Executive Assistant or Office Administrator role, ideally within beauty, retail, or professional services.
- Strong organizational skills and superb attention to detail.
- Self-motivated and reliable in a fully remote environment.
- Proficiency in Google Suite (Docs, Sheets, Calendar, Gmail).
- Discretion, professionalism, and a client-focused mindset.

Apply to this position

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