



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 Business Partner

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a highly organized and tech-savvy Business Office Manager to support our CEO in managing day-to-day business operations, marketing initiatives, and light IT-related tasks. This is a dynamic role that blends traditional office management with hands-on involvement in digital tools, website updates, and business support projects.

Responsibilities

- Act as the right hand of the CEO, supporting with scheduling, follow-ups, and project coordination.
- Oversee general business operations including vendor management, budgets, and office workflows.
- Assist with marketing initiatives, such as coordinating campaigns, managing social media calendars, and supporting content updates.
- Update and maintain company websites (basic content edits, WordPress/HTML familiarity a plus).
- Provide light IT support (liaising with vendors, troubleshooting basic tech issues, managing software accounts).
- Track and report on KPIs for business and marketing projects.
- Ensure smooth communication across teams and external partners.

Qualification

- 3+ years of experience in office management, business administration, or operations.
- Strong tech skills; comfortable with tools like Microsoft 365/Google Workspace, project management platforms (Asana, Trello, Monday.com), and CRM systems.
- Basic knowledge of website management (WordPress, Squarespace, or similar).
- Familiarity with marketing tools (Mailchimp, Canva, social media platforms, or analytics tools).
- Strong problem-solving and organizational skills with the ability to multitask.
- Excellent communication skills in English (C1+)

Nice to Have

- Experience working directly with CEOs, executives, or founders.
- Knowledge of basic IT troubleshooting (e.g., setting up accounts, password management, liaising with IT vendors).

- Prior exposure to startups or fast-paced environments.

Apply to this position

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