



## 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!

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### Job Title

Ecommerce and Commercial Operations Coordinator

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking a detail-oriented and proactive Ecommerce and Commercial Operations Coordinator to support operational workflows of our growing retail, merchandise, and partner business.

In this role, you will work closely with the VP of Partnerships and Director of Retail to ensure the smooth operation of our ecommerce platforms, partnership operations, and accurate

management of product data and royalty tracking. This includes partner asset management, eCommerce product and inventory management, coordination of PO and reporting tasks, and support of our Affiliate Partner Network (APN) and overall retail business.

Additionally, this role will perform general administrative tasks to ensure smooth cross-functional collaboration across Retail, Partnerships, and Marketing. This position is ideal for someone who thrives in a fast-paced, collaborative environment and enjoys working at the intersection of operations, data, and ecommerce. This position will report to the VP, Global Partnerships with dotted line to the Director of Retail.

## **Responsibilities**

### Website & Product Management

- Assist in the day-to-day operations and performance monitoring of the ecommerce site, identifying and resolving technical or content-related issues
- Upload and maintain accurate and compelling product listings, including copy, descriptions, images, pricing, tags, size scales and accurate inventory data/levels
- Collaborate with creative and marketing teams to ensure product content aligns with brand standards and promotional campaigns
- Conduct regular QA checks on the website for product accuracy, customer experience, and functionality across devices.

### ERP & Inventory Coordination

- Set up and maintain new product SKUs and records in NetSuite, ensuring data consistency across ecommerce and backend systems.
- Coordinate product lifecycle updates (e.g., launches, discontinuations, price changes).
- Support PO generation, invoice and reporting process across Retail and Partnerships
- Monitor stock levels and coordinate with merchandising partner to ensure delivery timelines are met, and avoid overselling or stockouts
- Support department business systems such as Digideck, APN and Shopify

### Royalty Management & Partner Liaison

- Track royalty revenues and calculate royalties owed from licensing partners
- Collect and analyze sales data for royalty reporting purposes

- Manage relationships and maintain communication with CrossFit APN and Royalty partners, ensuring accurate and on-schedule delivery of royalty reports
- Assist in auditing royalty agreements and reporting templates to ensure compliance with contract terms

### Operations Support

- Support promotional and seasonal campaigns with backend setup and operational readiness
- Troubleshoot and escalate ecommerce or order-related issues with internal and external stakeholders as needed
- Assist with the planning and logistics of the CrossFit Experience or other retail & partnership events
- Manage the Global Partnerships asset rate card and support the use of rate cards during business development and revenue reporting phases.
- Own tracking of current partner contracts and details and keep up-to-date partner information for internal and external communication.
- Maintain current partner inventory to ensure proper activation of assets throughout the year.
- Assist with third party reporting partners to ensure up-to-date valuations and metrics are readily available.
- Support cross-functional project management, as applicable.
- Other tasks, duties, and projects as assigned.

### **Qualifications**

- Self-starter, resourceful, and able to develop solutions in high stress environments.
- Comfortable managing multiple projects at once, demonstrating excellent time management skills and attention to detail
- Strong organizational and problem-solving skills
- Data driven, strategic thinker with strong analytical thinking skills
- Strong interpersonal skills and willingness to assist coworkers in tasks

- Ability to thrive in fast-paced, collaborative, and ambiguous environments where thoughtfulness, an entrepreneurial mindset, persistent execution, and ability to form relationships drive your success
- Bachelor's degree or equivalent practical experience
- 2+ years of relevant partnership, ecommerce, or operations experience
- Technical proficiency with Shopify, Netsuite (or similar ERP system), Google Suite, invoice management software, MS applications (Excel, Word, and PowerPoint), CRM systems, and Digi Deck
- Familiarity with ecommerce platforms, product content management.

**Apply to this position**

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