



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

Data Analyst

Location

Remote

Client

Undisclosed

Job Summary

We are a growing private lender with a diverse commercial real estate loan portfolio totaling over \$1.5B in AUM across 40+ active deals. We are seeking a detail-oriented and highly organized Data Analyst to support our Asset Management team in structuring, validating, and inputting critical financial and operational data into our centralized systems.

This is not a data science role — we are not looking for advanced analytics or modeling. Instead, this role is about building clean, consistent, and reportable datasets from unstructured or semi-structured files provided by borrowers (e.g., messy Excel outputs, PDFs, scanned invoices, etc.).

Responsibilities

- Receive and process borrower submissions, which may include:
 - Rent rolls, P&Ls, balance sheets, general ledgers, AP/AR reports (cashflowing assets)
 - Draw packages, invoices, lien waivers, statutory declarations, construction schedules (development/construction loans)
- Clean, normalize, and structure incoming data into standardized formats suitable for ingestion into internal systems (Excel/CSV/Database formats)
- Perform ongoing data validation and quality control, flagging inconsistencies and working with Asset Managers to resolve gaps
- Assist in preparing property-level and portfolio-level performance reports (budget vs. actual, draw tracking, milestone schedules, etc.)
- Interface with internal teams (Asset Management, Finance) to ensure reporting accuracy and timeliness

Qualifications

- 1-3 years of experience in data entry, data operations, financial administration, or a related role
- Proficiency in Excel (pivot tables, lookups, formatting) — strong skills are a must
- Comfort working with unstructured data and cleaning data sets from varied and inconsistent sources
- Familiarity with basic financial documents (e.g., income statements, rent rolls) — experience in real estate or finance is a plus
- High attention to detail and a strong sense of ownership over data integrity
- Experience with Power BI, SQL, or Python is a bonus but not required

Apply to this position

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