



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

Systems Administrator

Location

Remote

Client

Undisclosed

Job Summary

The Enterprise Systems Administrator will support the VP of Enterprise Systems in the day-to-day administration, maintenance, and improvement of Five Iron Golf's key business systems. This role is an ideal opportunity for someone early in their IT or systems career who is eager to learn, grow, and make an impact by ensuring our systems — such as Mindbody, Oracle Micros, and Google Workspace (GSuite) — run smoothly and efficiently.

The successful candidate will be a hands-on problem solver with strong attention to detail, an eagerness to learn, and a customer-service mindset

Responsibilities

System Administration & Maintenance

- Support daily administration of Mindbody, Micros, GSuite, and other core applications.
- Perform user management, configuration changes, and assist with routine updates.
- Monitor system performance and escalate issues as needed.

User Support & Training

- Provide responsive support to staff for enterprise system issues.
- Assist with onboarding/offboarding of users and system access requests.
- Help document processes and create simple “how-to” guides for internal teams.

Process & Data Management

- Assist with ensuring data accuracy across systems.
- Support reporting needs and data validation for business teams.
- Learn and contribute to system integrations and workflow automations.

Project Support

- Participate in testing new features, system rollouts, and process improvement initiatives.
- Work closely with the VP of Enterprise Systems on implementation of new tools and integrations.

Qualifications

- 1–2 years of IT, system administration, or technical support experience (internships, co-op, or entry-level roles welcome).
- Familiarity with SaaS platforms and enterprise applications.
- Strong problem-solving and troubleshooting skills.
- Excellent communication skills with a customer-service mindset.
- Eagerness to learn new technologies and grow technical expertise.

Nice to Have

- Experience with integration middleware or automation platforms (e.g., Zapier, Workato, Boomi, Mulesoft).
- Scripting experience (e.g., Bash, PowerShell, or Python) for automation or system tasks.
- Familiarity with command-line tools such as GAM for Google Workspace administration.
- Exposure to hospitality, retail, or multi-location enterprise systems.

Apply to this position

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