LaTeam

YOUR LATAM TEAM

About Lateam Partners

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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.

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Job Title

Junior Reporting Analyst

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a Junior Data Analyst to support our team with data collection, organization, and reporting activities. This role is ideal for someone analytical, detail-oriented, and comfortable working with Excel on a daily basis. The candidate will help manage datasets, update reports, and ensure data accuracy.

Experience using CoStar or similar real estate data platforms is strongly preferred.

Responsibilities

- Collect, clean, and organize data from multiple sources (including CoStar).
- Maintain and update spreadsheets, dashboards, and trackers used across different teams.
- Prepare recurring and ad-hoc reports in Excel.
- Assist in data validation and help ensure accuracy and consistency across systems.
- Analyze trends and summarize key insights to support decision-making.
- Collaborate with cross-functional teams to support data requests and share findings.
- Document data processes and help improve tracking/reporting workflows.

Qualifications

- 1+ year of experience in a data-related role: Data Analyst, Reporting Analyst, Data Coordinator, or similar.
- Strong proficiency in Microsoft Excel (vlookup, pivot tables, formulas, basic data cleaning).
- Comfortable working with large datasets.
- Strong attention to detail and organizational skills.
- Good communication skills and ability to present findings clearly.

Apply to this position

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