LaTeam
YOUR LATAM TEAM

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

Member Management Specialist

Location

Remote

Client

Undisclosed

Job Summary

The Specialist will review incoming registrations from a variety of industry stakeholders—Brand Representatives, Brand Partners, and Design Professionals—to determine eligibility for sampling access. This role also involves online research to identify red flags, confirm registrant information, and surface potential conflicts. In addition, the Specialist will contribute to ongoing data management, cleanup, process improvement projects, and automation initiatives.

Responsibilities

Membership Vetting & Onboarding

- Review new membership applications and verify registrant information.
- Determine appropriate membership type and access level.
- Assess eligibility for sampling access in alignment with company policies.

Research & Compliance

- Conduct online research to validate registrant details and confirm professional legitimacy.
- Flag and escalate potential conflicts of interest, incomplete applications, or suspicious activity.
- Maintain a working knowledge of industry standards, brand partnerships, and membership eligibility rules.

Data Management & Project Support

- Update, track, and maintain membership records in internal systems.
- Support data integrity initiatives, including cleanup and normalization of member information.
- Assist with reporting, audits, and process documentation as needed.
- Analyze and manipulate data to identify trends, patterns, and priorities.

Automation & Process Optimization

- Participate in initiatives to streamline and automate vetting workflows, leveraging tools like AI (e.g., ChatGPT), internal dashboards, or CRM automations.
- Collaborate with team members and product partners to identify repetitive manual tasks suitable for automation.
- Document and test automated processes to improve efficiency, accuracy, and consistency.

Collaboration & Continuous Improvement

- Work closely with cross-functional teams (Brand Partnerships, Customer Support, Operations) to resolve membership questions.
- Provide feedback to improve the vetting process, tools, and guidelines.
- Support special projects and pilot programs related to membership and data workflows.

Qualifications

- 3+ years of experience in membership management, vetting, customer support, or data operations.
- Strong attention to detail, critical thinking, and analytical mindset.
- Strong research and problem-solving skills, with ability to spot inconsistencies and red flags.
- Proficiency with web-based research, Excel/Google Sheets, and CRM or data management tools.
- Interest in design, architecture, or brand partnerships a plus.

Technical Skills & Tools

- Experience using automation and AI tools (e.g., ChatGPT or similar).
- Familiarity with Magento, Salesforce, Microsoft Office Suite, Notion, and Confluence.
- Familiarity with Slack, Microsoft Teams, and Zoom.
- Comfort working with databases, spreadsheets, and CRM dashboards.

Apply to this position

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