



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!

www.lateampartners.com

Job Title

Sales Operations Associate

Location

Remote

Client

Undisclosed

Responsibilities

- Answers and handles telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Exercises considerable judgment and discretion in handling sales related inquiries.
- Composes, types, and distributes professional correspondence and memoranda, E-mails, and faxes using individual initiative and as assigned.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing.
- Proactively establishes, and maintains, a highly organized filing system; files correspondence and other records.
- Prepares quotes, contracts, and RFP/RFI responses for clients and prospects.
- Coordinates meetings, including but not limited to preparing and distributing agendas and other meeting materials, and recording and transcribing meeting minutes.
- Assists in development and implementation of department systems and procedures as needed.
- Assists with special projects as assigned.
- Performs other duties as assigned by management.

Qualifications

- Associate's degree (A.A.) or equivalent, one to three years related experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Proficient on Excel, Word and Outlook.
- Keystrokes, a minimum of 25 wpm.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.

Apply to this position

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