



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

Marketing Coordinator

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a Marketing Coordinator to join our team. This role is ideal for someone who is highly organized, detail-oriented, and comfortable supporting multiple marketing projects from concept through final delivery. You will work remotely and collaborate closely with internal stakeholders, external partners, and cross-functional teams to help drive the execution of our marketing initiatives.

Responsibilities

Marketing Coordination & Execution

- Support the development, coordination, and implementation of marketing campaigns and projects on a project basis.
- Maintain timelines, monitor project status, and ensure deliverables are completed on schedule.
- Assist with resource allocation and ensure the smooth flow of information and approvals across teams.

Project & Asset Management

- Maintain and organize the digital asset library to ensure easy access and proper version control.
- Provide quality assurance (QA) reviews for marketing materials and final assets before delivery.
- Track action items and follow up to ensure resolution.

Research & Briefing

- Conduct market research to support campaign planning and strategy.
- Assist in creating clear and concise marketing briefs.

Communication & Collaboration

- Attend and participate in planning meetings as scheduled by the Company.
- Liaise between internal teams and external partners to support communication, alignment, and timely execution.
- Provide progress updates and reporting as needed.

Qualifications

- Background in marketing, advertising, or related field.
- Experience working with creative teams, designers, and content creators.
- Familiarity with digital marketing strategies and campaign execution.
- Strong organizational skills and attention to detail
- Ability to manage multiple projects simultaneously
- Clear communicator, both written and verbal
- English proficiency is required (C1 or above)
- Comfortable working independently in a remote environment
- Experience in marketing coordination or project support preferred
- Familiarity with digital marketing, content workflows, or asset management a plus

Apply to this position

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