



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

Business Administrator

Location

Remote

Client

Undisclosed

Job Summary

The Business Administrator will manage and optimize administrative workflows, basic accounting tasks, eCommerce operations, and logistics for the company. This role is 100% remote and requires the candidate to be based in Latin America (LATAM). The position works closely with the CEO/COO and collaborates with marketing, warehouse, customer service, and fulfillment teams to ensure efficient Shopify operations and smooth end-to-end logistics.

Responsibilities

- Manage daily Shopify operations: product uploads, inventory updates, pricing adjustments, promotions, order tracking, and maintenance of overall site functionality.
- Oversee logistics workflows including inbound/outbound shipments, inventory control, order processing, returns, and quality assurance.
- Maintain administrative and basic accounting processes, including invoicing, financial reconciliations, tracking expenses, accounts payable/receivable, supplier payments, and preparation of simple financial reports.
- Collaborate with marketing and sales teams to support campaigns, monitor product performance, and prepare operational and sales reports.
- Ensure accuracy and efficiency across fulfillment timelines, stock updates, returns, and customer communication.
- Optimize internal documentation and administrative procedures; identify automation opportunities to improve efficiency.
- Support budget tracking and operational cost analysis, ensuring proper documentation and organization of financial records.
- Utilize Shopify, logistics platforms, spreadsheets, and reporting tools to ensure seamless operational performance.
- Serve as a communication bridge between logistics/warehouse partners and the eCommerce team.

Qualifications

Education & Experience

- Bachelor's degree in Business Administration, Commerce, Logistics, Industrial Engineering, Accounting, or a related field.
- 2–3+ years of experience in administrative, accounting support, eCommerce, or logistics roles.
- Direct experience managing Shopify (catalog, inventory, orders, apps).
- Experience coordinating logistics, inventory management, and fulfillment processes.
- Strong administrative and basic accounting background, including billing, reconciliations, expense tracking, and vendor/supplier coordination.

Technical & Soft Skills

- Proficiency in Shopify is required.
- Familiarity with basic accounting concepts such as accounts payable/receivable, reconciliations, invoice management, and cost tracking.
- Knowledge of logistics workflows, warehouse coordination, and inventory systems.

- Strong analytical skills with the ability to interpret sales data, operational KPIs, and logistics metrics.
- Advanced Excel/Google Sheets skills (formulas, reporting dashboards preferred).
- Highly organized, detail-oriented, and able to manage multiple priorities remotely.
- Strong communication skills (written and verbal).
- Proactive, problem-solving mindset with the ability to work independently.
- Bilingual (Spanish/English) preferred.
- Must be located in LATAM and available to work remotely full-time.

Preferred Qualifications

- Experience in fashion eCommerce or online retail.
- Familiarity with Shopify apps for logistics, inventory, or analytics.
- Understanding of digital marketing workflows (product launches, promotions).
- Knowledge of eCommerce KPIs: conversion rate, AOV, return rate, fulfillment timelines, shipping cost metrics.
- Comfortable working in a fast-paced and dynamic environment.

Apply to this position

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