



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.

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Job Title

Project Data and Reporting Analyst

Location

Remote

Client

Undisclosed

Job Summary

The Project Data & Reporting Analyst will support the New Product Development (NPD) and Operations teams by ensuring accurate, timely entry and maintenance of project data in our MS Project App and by reviewing and improving the quality of Power BI reports.

This role will be responsible for entering supplier and customer information, tracking project tasks and requirements as they evolve, identifying data gaps or errors in reports, and, over time, preparing and distributing standard weekly project progress reports to stakeholders. This is a hands-on, detail-oriented role that requires strong data discipline, comfort working with software tools, and proactive communication with the US-based team.

Responsibilities

- MS Project App – New Product Development Support
- Enter and maintain supplier quote details (pricing, lead times, minimum order quantities, key commercial terms) in the MS Project App for new and existing projects.
- Enter and maintain customer quote details, including requested specifications, target pricing, and required delivery dates.
- Create and update project tasks, milestones, owners, and due dates based on input from the NPD team.
- Add and track additional requirements as projects progress (design changes, testing requirements, approvals, documentation).
- Ensure all relevant documents (quotes, drawings, specifications) are correctly linked or referenced within the project record.
- Monitor project timelines and flag upcoming due dates or overdue tasks to the NPD team.
- Perform regular data “hygiene” checks in the MS Project App (duplicate records, missing fields, inconsistent naming conventions).
- Follow standard naming, coding, and field-usage rules so project information is consistent across the portfolio.

Data Quality & Reporting – Power BI

- Review Power BI project reports on a regular cadence (e.g., daily/weekly) to identify missing data, obvious errors, or inconsistencies (e.g., blank fields, negative durations, mismatched dates).
- Compare Power BI outputs to the underlying MS Project App data to ensure alignment and highlight discrepancies to the appropriate US-based owners.
- Log and track recurring data-quality issues, helping identify root causes and recommending simple process improvements.
- Collaborate with the NPD and IT/Analytics teams to refine report filters, views, and standard metrics used to track project status.
- Support ad-hoc data pulls and exports from Power BI and MS Project App for analysis or management presentations.

Weekly Project Progress Reporting (future scope as proficiency grows)

- Prepare a standardized weekly Power BI-based report summarizing project status (e.g., projects by phase, on-time / at-risk / late, key milestones, and blocker summary).
- Distribute the weekly report to designated stakeholders (e.g., NPD leadership, Operations, Finance) following a set schedule.
- Highlight exceptions and risks in plain language (e.g., missing quotes, overdue tasks, projects without owners).
- Maintain a simple log of weekly trends (e.g., number of active projects, on-time completion rate) to support management review.
- Process, Documentation & Continuous Improvement
- Document step-by-step procedures for data entry in MS Project App and basic report refresh steps in Power BI.
- Help maintain a simple data dictionary for key fields (what they mean, when they are required, acceptable values).
- Identify opportunities to streamline data entry (templates, checklists, standard forms) and propose improvements to the NPD leader.
- Support occasional testing of system changes or new report versions and provide structured feedback.
- Maintain strict confidentiality of Handy's product, customer, and supplier data at all times.

Qualifications

- Strong attention to detail and accuracy in data entry; comfortable working with large volumes of structured information.
- Experience with project management or task-tracking tools (MS Project, Smartsheet, Jira, or similar); MS Project experience strongly preferred.
- Basic to intermediate experience with Power BI (or other BI/reporting tools) – able to open reports, apply filters, drill into data, and export results.
- Proficient in Microsoft Office, especially Excel (sorting, filtering, basic formulas, VLOOKUP/XLOOKUP preferred).
- Strong written and spoken English; able to communicate clearly via email, chat, and video calls with US-based stakeholders.
- Organized with strong follow-through; able to manage many open items across multiple projects simultaneously.
- Strong problem-solving mindset – able to investigate data anomalies and propose logical explanations or next steps.
- Comfortable working independently in an offshore/remote environment with minimal day-to-day supervision.
- Ability to work with confidential commercial and technical information with discretion.
- Experience working with ERP or other transactional systems is a plus.
- Prior exposure to manufacturing, sourcing, or new product development environments is a plus.

Education and Experience:

- Bachelor's degree in Business, Engineering, Information Systems, or related field preferred; equivalent experience acceptable.
- 2–4 years of experience in a data-heavy role such as project coordination, business analyst, reporting specialist, or operations support.
- Prior experience supporting US or international teams from an offshore location is strongly preferred.
- Experience with MS Project and/or Power BI in a professional setting is a plus.
- Experience using an ERP system is helpful, but not required.

Apply to this position

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