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!

www.lateampartners.com

Job Title

Associate Portafolio Manager

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a meticulous, intelligent, humble, and proactive Associate Portfolio Manager to join our team 100% on-site in our Miami office. This role supports a Portfolio Manager in delivering exceptional service to clients by managing investment plans, execution workflows, operations coordination, and continuous communication with both clients and key counterparties. This position offers long-term growth and direct exposure to the Investment Committee.

Responsibilities

- Support the Portfolio Manager across all investment and client-focused activities to ensure outstanding service delivery.
- Assist in preparing investment plans and analytical materials for client portfolios aligned with liquidity needs and overarching strategies.
- Coordinate trade execution with the PM, Operations team, and external counterparties; monitor trade pipelines and follow-ups.
- Maintain ongoing communication with clients and counterparties, ensuring requests are handled efficiently and accurately.
- Partner internally with Client Services, Research, Operations, and other business units to support workflow efficiency and client satisfaction.

Qualifications

- Minimum of 5 years of experience in financial services (private banking, buy-side research/analysis, wealth management, client advisory support, or related functions).
- Bachelor's degree in Finance, Business, Accounting, Economics, or related field required.
- Strong proficiency in Excel, PowerPoint, and Word.
- Exceptional organizational skills and attention to detail.
- Highly professional interpersonal and communication skills.
- Bilingual proficiency in English and Spanish strongly preferred, both written and verbal.

Apply to this position

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