



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

Compliance Officer

Location

Remote

Client

Undisclosed

Job Summary

CLIENT is seeking a full-time Compliance & Contracts Officer to support the company with compliance-related matters and contract administration. This role will assist in maintaining internal compliance standards and managing contract documentation while working closely with internal stakeholders.

The ideal candidate is fluent in English and has a background in legal, compliance, or regulatory support, with the ability to work independently in a remote environment.

Responsibilities

- Assist with day-to-day compliance-related tasks and internal controls.
- Support the review, organization, and management of contracts and legal documentation.
- Help ensure internal processes align with applicable compliance and regulatory requirements.
- Maintain accurate and well-organized compliance and contract records.
- Coordinate with internal teams on compliance or contract-related requests.
- Provide general compliance and legal-administrative support to leadership.

Qualifications

- Fluency in English (written and spoken).
- Background or experience in legal, compliance, contracts, or regulatory roles.
- Strong attention to detail and organizational skills.
- Ability to work full-time in a remote environment.
- Must be based in Latin America (LATAM).

Apply to this position

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