



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

Executive Assistant

Location

Remote

Client

Undisclosed

Job Summary

CLIENT is seeking a proactive and highly organized Executive Assistant to support senior leadership in a fully remote capacity. This role will focus on calendar management, invoice support, and special projects as needed, playing a key part in keeping daily operations running smoothly.

Responsibilities

- Manage executive calendars, scheduling meetings across multiple time zones
- Support invoice processing, expense tracking, and administrative follow-up
- Assist with special projects and ad-hoc initiatives as needed
- Coordinate meetings, events, and project-related logistics
- Prepare documents, reports, and presentations
- Maintain organized digital files and handle sensitive information with discretion

Qualifications

- Previous experience as an Executive Assistant or similar role
- Strong organizational skills and attention to detail
- Excellent communication skills in English
- Experience with Project management tools like Monday.com, Asana, Trello, or Notion
- Basic accounting/bookkeeping experience for tracking expenses, invoices, and payments
- Ability to work independently in a remote environment
- Proficiency with Google Workspace and/or Microsoft Office

Apply to this position

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