



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

Payroll Support

Location

Remote

Client

Undisclosed

Job Summary

We're looking for a detail-oriented Data Entry Specialist to help maintain clean, accurate records across key departments such as operations, bookings, memberships, inventory, and customer experience. You'll also provide general administrative support to help streamline internal processes and communications.

Responsibilities

- Accurately input and update data in internal systems (bookings, memberships, vendor info, scheduling logs, etc.)
- Assist in tracking customer and sales data for reporting and analysis
- Monitor and maintain inventory records across locations
- Help create and organize spreadsheets, documents, and digital files
- Support the teams with day-to-day admin tasks
- Proofread documents, update databases, and help maintain quality control on reports
- Provide light customer service support when needed (email/chat)

Qualifications

- Strong attention to detail and high accuracy in data entry
- Good written and spoken English (fluency required)
- Comfortable using Google Workspace (Docs, Sheets, Drive)
- Positive, can-do attitude with a willingness to learn
- Strong organizational skills and ability to work independently
- Bonus: Experience with booking software, POS systems, or CRM tools

Apply to this position

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