



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!

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Job Title

Scheduling Coordinator

Location

Remote

Client

Undisclosed

Job Summary

The Scheduling Coordinator will be responsible for coordinating and managing schedules between attorneys, judges, defendants, clients, and other external parties involved in legal cases. This is a highly operational role with heavy phone communication, playing a critical part in ensuring hearings, meetings, and calls are scheduled accurately and efficiently.

Responsibilities

- Coordinate and schedule meetings, calls, hearings, and appointments between attorneys, judges, defendants, and other stakeholders.
- Maintain frequent communication via phone and email to confirm, reschedule, or adjust appointments.
- Ensure all scheduled activities are properly documented and tracked in the corresponding systems.
- Act as the main point of contact for scheduling-related matters across multiple parties.
- Keep calendars organized and up to date, avoiding conflicts and overlaps.
- Proactively manage last-minute changes and clearly communicate updates to all involved parties.

Qualifications

- Advanced or fluent English (heavy phone communication required).
- Strong verbal communication and interpersonal skills.
- High level of organization and attention to detail.
- Comfortable working in an operational, fast-paced, and repetitive scheduling role.
- Previous experience in scheduling, administrative coordination, or legal environments is a plus but not required.
- Ability to manage multiple calendars and priorities simultaneously.

Apply to this position

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