



## 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](http://www.lateampartners.com)

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### Job Title

Intake Specialist

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking a bilingual Intake Specialist to serve as the first point of contact for prospective clients. This role is fully remote and requires excellent communication skills in both English and Spanish. The Intake Specialist will gather initial case information, qualify leads, and coordinate consultations with attorneys.

This position is ideal for someone with prior experience working in a law firm who understands legal processes and client intake procedures.

### **Responsibilities**

- Answer inbound calls, emails, and online inquiries from prospective clients.
- Conduct initial client intake interviews in English and Spanish.
- Collect and document relevant case details accurately.
- Schedule consultations with attorneys.
- Maintain organized and updated records in the firm's system.
- Ensure confidentiality and professionalism in all communications.

### **Qualifications**

- Fluent English (spoken and written).
- Fluent Spanish (spoken and written).
- Previous experience working in any law firm (required).
- Strong communication and active listening skills.
- Organized, detail-oriented, and comfortable working remotely.

### **Preferred Qualifications**

- Experience with high-end residential construction
- Familiarity with shop drawings, RFIs, submittals, and document control systems
- Experience with estimating, takeoffs, and procurement
- Proficiency with software such as: Bluebeam, Procore, PlanGrid, Microsoft Excel, or similar tools

### **Apply to this position**

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