



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

We are seeking a proactive and organized Executive Assistant & Sales Support Specialist to join our team in a remote, full-time capacity. This role will provide high-level executive support while also contributing to sales operations through effective communication, email management, sales proposal follow-ups, and cross-department coordination.

Responsibilities

- Provide comprehensive administrative support to senior leadership, including calendar management, meeting coordination, travel planning, and document preparation.
- Support sales activities by drafting, sending, and tracking follow-up emails related to sales proposals, customer inquiries, and internal requests.
- Maintain clear, timely communication with internal teams and external partners regarding sales updates, customer feedback, and next steps.
- Assist in preparing sales collateral, presentations, and reports as needed.
- Serve as a point of contact for customer interactions that require coordination between sales, marketing, and executive leadership.
- Help organize and maintain documentation, contracts, and CRM or sales tracking tools.
- Participate in ad hoc projects and special initiatives to support business growth and operational efficiency.

Qualifications

- Proven experience as an executive assistant
- Strong written and verbal communication skills in English (required).
- Experience supporting sales tasks, including follow-up communication and managing correspondence.
- Excellent time-management, organization, and problem-solving abilities.
- Comfort working independently in a fully remote environment.
- Tech-savvy with proficiency in email, calendar tools (e.g., Outlook or Gmail), Microsoft Office (Word, Excel, PowerPoint), and experience with CRM or sales tools a plus.
- A positive, customer-centric attitude and ability to balance multiple priorities.

Apply to this position

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