



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

Traffic Assistant

Location

Remote

Client

Undisclosed

Job Summary

Our client is launching a boutique luxury travel startup focused on delivering highly curated, white-glove travel experiences for discerning clients around the world — and we're looking for a Luxury Travel Advisor who's excited to build something from the ground up.

This isn't a traditional agency role. You'll have real ownership, direct client impact, and the opportunity to shape processes in a fast-growing company.

Responsibilities

1. Wrike Traffic Management & Project Intake

- Review incoming project requests for completeness and accuracy.
- Assign tasks and resources based on established workflows.
- Create subtasks, involve necessary stakeholders, and schedule kickoff meetings when required.
- Clarify project questions and requirements with requesters.
- Monitor project statuses daily to ensure progress and escalate delays.
- Support on-time delivery through consistent follow-ups and workflow oversight.

2. Daily Project Tracking & Reporting

- Update the Creative Project Status Tracker with the most recent milestones, blockers, and status changes.
- Update the Daily Project Tracker with the latest updates for Cynthia, highlighting priority items.
- Maintain accuracy and consistency across all tracking documents used by leadership.

3. Social & Copy Coordination

- Update the Social Media Content Tracker based on assets delivered, changes to due dates, or new inputs.
- Maintain the Contract Copywriter Spreadsheet, tracking:

* New assignments

* Hours logged

* Progress updates

* Delivery expectations

4. External Agency Management

- Support communication point for Shoot The Moon and Social Deviant agency.
- Track deliverables, share updates, and ensure agency assets meet timelines and expectations.
- Provide timely feedback or escalate questions to internal stakeholders when needed.

5. Systems Support & Administrative Ownership

- Support Frontify access management, including granting/removing access and answering basic usage questions.
- Monitor shared email inboxes

Qualifications

- Experience in project coordination, creative operations, marketing workflow support, or similar roles.
- Familiarity with project management platforms
- Excellent written and verbal communication skills.
- Strong organization, prioritization, and time-management abilities.
- Comfortable working in a fast-paced environment with shifting priorities.
- Ability to work autonomously and follow established processes with precision.
- High accountability and responsiveness.

Apply to this position

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