



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 highly organized and driven Executive Assistant to support senior leadership in a fully remote capacity. This role will act as a true right hand to the Executive, shadowing priorities, anticipating needs, and ensuring seamless execution across initiatives.

The ideal candidate demonstrates natural leadership, sharp judgment, and an enterprising mindset. They are proactive, detail-oriented, bilingual (English and Spanish), and confident coordinating across stakeholders while maintaining the highest level of discretion. This person doesn't just manage tasks, they take initiative, drive momentum, and help move the business forward.

Responsibilities

Communication & Task Coordination

- Communicate assigned tasks to team members and follow up to ensure completion.
- Serve as the point of contact between the executive and internal teams, relaying meeting outputs and action items.

Calendar & Schedule Management

- Maintain and manage the executive's calendar, scheduling meetings and coordinating all logistics.
- Ensure priorities are organized and reflect strategic business needs.

Meeting Participation & Follow-Up

- Attend meetings with the executive to capture key takeaways and action items.
- Share relevant updates and follow-up requirements with stakeholders in a timely manner.

Task Tracking & Reporting

- Track assigned tasks and deadlines across teams, ensuring visibility and accountability.
- Prepare summary reports and assist in organizing priorities

Qualifications

- Bilingual: Fluent in English and Spanish (reading, writing, speaking).
- Organized & Detail-Oriented: Strong ability to manage multiple priorities accurately.
- Tech-Savvy: Proficient in Microsoft Office (Outlook, Excel, Word, PowerPoint); comfortable learning new tools.
- Strong Communication Skills: Excellent written and verbal communication with the ability to interact professionally across levels.

- Proactive & Problem-Solver: Anticipates needs, solves issues independently, and follows through until completion.
- Discretion & Confidentiality: Handles sensitive information with professionalism and integrity.
- Prioritization & Time Management: Capable of balancing changing priorities and deadlines in a fast-paced environment.

Apply to this position

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