



## 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

Chief of Staff & Executive Assistant

### Location

Remote

### Client

Undisclosed

### Job Summary

This role combines strategic operations, executive support, and project leadership. The ideal candidate acts as a force multiplier for the CEO — ensuring priorities move forward, decisions are informed, and cross-functional initiatives are executed effectively.

You will operate at both strategic and tactical levels, supporting business planning while managing day-to-day executive workflows and high-impact internal projects.

## **Responsibilities**

### 1. Strategic & Business Operations

- Partner with the CEO to define and execute quarterly and annual priorities
- Track company OKRs and strategic initiatives
- Prepare strategic briefs, reports, and decision memos
- Lead cross-functional projects across departments
- Identify operational bottlenecks and recommend scalable solutions
- Support business planning and growth initiatives

### 2. Executive Support & Workflow Management

- Manage CEO calendar, travel coordination, and meeting logistics
- Prioritize and filter inbound communications and requests
- Prepare agendas, briefing materials, and meeting follow-ups
- Organize contracts, documentation, and executive records
- Track commitments and ensure timely execution of action items

### 3. Project & Process Management

- Own and drive high-priority internal projects
- Build and maintain dashboards and reporting systems
- Systematize recurring workflows and improve operational efficiency
- Document internal processes and develop SOPs
- Coordinate vendors, partners, and external collaborators

### 4. Communication & Stakeholder Management

- Act as liaison between CEO and internal/external stakeholders
- Draft professional communications and executive correspondence
- Support relationships with clients, partners, and team members
- Maintain strict confidentiality and professional discretion

## 5. Leadership & Culture Support

- Reinforce a culture of accountability and execution
- Surface risks and issues early with proposed solutions
- Support hiring, onboarding, and performance management processes
- Serve as a trusted advisor and operational partner to leadership

## Qualifications

- Proven experience as a Chief of Staff, Executive Assistant, Operations Manager, or similar strategic support role
- Strong project management and organizational skills
- Excellent written and verbal communication in English (required)
- Ability to manage multiple priorities in a fast-paced remote environment
- High level of discretion, judgment, and professionalism
- Strong analytical and problem-solving capabilities
- Experience working with distributed or international teams preferred

## Apply to this position

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