



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

Assistant Project Manager

Location

Remote

Client

Undisclosed

Job Summary

The Assistant Project Manager supports the planning, coordination, and execution of window treatment projects through final installation. This remote role requires strong organizational, communication, and problem-solving skills to effectively collaborate with project managers, estimators and installation teams. The Assistant Project Manager plays a key role in ensuring projects are delivered on time, within budget, and to the highest quality standards.

Responsibilities

- Assist in managing multiple window treatment projects simultaneously, including blinds, shades, drapery, and custom installations
- Coordinate project timelines, schedules, and logistics with vendors, installers, and clients in a remote environment
- Prepare, review, and track project documentation, including proposals, work orders, purchase orders, and invoices
- Support site measurement coordination, product specifications, and order accuracy in collaboration with field teams
- Monitor material orders and proactively follow up on production and delivery schedules
- Assist the Project Manager in resolving project issues, delays, and discrepancies in a timely and professional manner
- Maintain accurate and organized digital project records, ensuring all information is current and accessible

Qualifications

- 1–3 years of experience in project coordination, construction, interior design, or a related field (window treatment experience preferred)
- Strong organizational and time management skills with the ability to prioritize effectively
- Excellent communication and customer service skills; bilingual abilities are a plus
- Ability to multitask and meet deadlines in a fast-paced remote environment
- Proficiency in Microsoft Office (Excel, Word, Outlook); experience with project management software and Bluebeam is a plus
- Detail-oriented with strong analytical and problem-solving abilities
- Basic understanding of window treatment products and installation processes (preferred)
- Self-motivated and comfortable working independently in a remote setting

Apply to this position

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