



<https://excelnearshore.com/job/ai-automation-specialist/>

## AI Automation Specialist

### Description

Excel Nearshore is seeking an **AI Automation Specialist (Copilot & Document Workflows)** to support a leading U.S.-based company in the agriculture and food production industry. This role will focus on leveraging AI tools—particularly Microsoft Copilot—to automate the collection, organization, and management of contract-related data, with outputs integrated into SharePoint-based systems.

This is a hands-on, execution-focused role centered on building workflows, automations, and scripts that improve how documents and contracts are processed and structured. The ideal candidate will be comfortable working within a Microsoft ecosystem (e.g., SharePoint, Microsoft 365, and related tools), using AI to streamline repetitive tasks, and developing practical solutions that improve efficiency and data organization. This position reports directly to the Director of AI.

This is a fully remote and full-time position from Costa Rica, in payroll with benefits.

### Responsibilities

- Develop and implement AI-driven workflows to automate the collection and organization of contracts and related documents.
- Leverage tools such as Microsoft Copilot and Microsoft 365 services to improve efficiency in document processing.
- Build and maintain scripts and automation processes for data extraction, classification, and organization.
- Integrate automated workflows with SharePoint to ensure proper storage, structure, and accessibility of documents.
- Collaborate with internal teams to understand document handling requirements and translate them into practical solutions.
- Identify opportunities to reduce manual effort and improve consistency in contract management processes.
- Ensure accuracy, organization, and traceability of contract-related data.

### Qualifications

- Hands-on experience using Microsoft Copilot to automate tasks or improve workflows.
- 2+ years of experience in technical roles or software development.
- Experience working within Microsoft environments (e.g., SharePoint, Microsoft 365, Power Platform, or similar).
- Experience building scripts or automation solutions for data processing and organization.
- Understanding of document management or contract lifecycle processes.
- Strong problem-solving skills and ability to work independently on process-driven tasks.
- Experience working with structured and unstructured data.

### Preferred Qualifications

### Hiring organization

Excel Nearshore

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Indefinite

### Industry

AgTech

### Job Location

Costa Rica

Remote work from: Costa Rica

### Date posted

March 19, 2026

- Background in contract management, legal processes, or regulated industries.
- Experience with Power Automate, Power Apps, or similar workflow automation tools.
- Familiarity with document parsing, classification, or data extraction techniques.

## **Contacts**

**Aarón Acuña Cordero | Human Talent Director**

aaron.acuna@excelnearshore.com