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# Example of Bilingual Administrative Assistant Job Description

Our growing company is searching for experienced candidates for the position of bilingual administrative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for bilingual administrative assistant

* Providing secretarial supports for the department
* Setting up and maintaining filing system
* Typing, xeroxing and faxing necessary documents
* Checking in patients at the front desk
* Scheduling patients for the proper appointment
* Transferring lab results to the appropriate clinician
* Maintaining supplies and appearance
* You will be expected to work as part of a larger administrative group, from time to time
* Cover for other assistants on the platform will be required
* Coordinate scheduling of internal/external meetings, candidate interviews and client meetings

## Qualifications for bilingual administrative assistant

* Maintains communications (email, written, phone, and fax) while EVP is traveling
* Assists with meeting and internal event planning
* Coordinate domestic and international travel arrangements and manage travel expense reports
* Prepares correspondence, memoranda, and other legal documents from written and oral drafts
* Translation of memos, presentations, reports
* Receives clients and visitors