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# Example of Bilingual Administrative Assistant Job Description

Our innovative and growing company is looking for a bilingual administrative assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for bilingual administrative assistant

* Updates JDA with employee change requests and processes paperwork
* Maintain accurate and easy-to-find files on a daily basis
* Distribute in-coming mail and faxes to department at least twice a day
* Complete routine and special analytical assignments under the direction of department management
* Maintain daily calendar for the department, which includes scheduling meetings and making arrangements for appointments
* Prepare all correspondence accurately with a professional/polished appearance
* Make travel arrangements on an as needed basis no later than 7 days prior to date of travel (under normal circumstances)
* Prepare expense reports on an as needed basis
* Serve as a liaison between the department and various corporate staff and Members any customers, applicants and vendors in a courteous, cooperative and professional manner
* Handle receptionist duties as needed

## Qualifications for bilingual administrative assistant

* Ability to type 35 words per minute to perform data entry
* Experience working with multi-cultural contacts
* A minimum of 2 years administrative experience required
* Experience with a multi-phone line system preferred
* Must be comfortable in a VERY fast-paced environment
* Adaptability to evolving external environment and organization