Downloaded from <https://www.velvetjobs.com/job-descriptions/bilingual-administrative-assistant>

# Example of Bilingual Administrative Assistant Job Description

Our company is looking for a bilingual administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for bilingual administrative assistant

* Assist and support Office Supervisor, Site Managers and Field Supervisors on projects and daily business needs
* Assist customers with immediate needs
* Help other employees with tasks impacting customers
* Assist with external and internal vendor relations, including but not limited to, payment of invoices, new vendor setup, and resolution of any vendor issues
* Organize and coordinate staff and other meetings, including preparing materials pertaining to agenda items, following up with staff members regarding status of action items
* Respond timely to requests from Resource Management and Field Operations
* Keep site bulletin boards updated and neatly organized with company newsletters, safety bingo, daily scorecards, federal posters, worker compensation information, Attend Technician meetings as needed to collect documents, communicate information and respond to inquiries
* Prepare and submits expense reports weekly as requested in accordance with company policy, including for traveling technicians and new hires
* Other administrative duties as instructed
* Maintain documentation for the department, which will require constant communication with regional management

## Qualifications for bilingual administrative assistant

* Bilingual English/Spanish-fluent professional levels required
* Previous administrative support experience at Executive or Physician levels
* Experience in an administrative support role within a medical or healthcare setting
* AA degree or Bachelor's degree preferred
* 1-2 years human resource office administrative experience
* State and Federal employment law