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# Example of Bilingual Administrative Assistant Job Description

Our innovative and growing company is hiring 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

* Maintain contact with supervisor and any other department members who are traveling or otherwise away from the office
* Attend departmental meetings, taking notes and distributing materials as required
* Compile and condense routine and special reports and other information as requested
* Compose letters and correspondence as necessary
* Create and modify original presentation materials based on input from supervisor
* Prepare expense reports and reconcile appropriate charges
* Answer phones, greet visitors, and maintain office appearances
* Distribute mail, faxes, e-mails, within the company
* Coordination of meetings/dinners
* Answer phones promptly and courteously

## Qualifications for bilingual administrative assistant

* Ability to work under pressure to meet deadlines while managing internal and external customer expectations
* Time management skills with the ability to set and balance short- and long-term priorities and remain focused within a rigorous, fast-paced and dynamic environment
* Is bilingual (English and Spanish) - not required but a huge plus
* Minimum two years of administrative/clerical experience with a demonstrated proficiency in office support skills
* Basic computer skills including Word, Excel, and PowerPoint
* Up to two years of additional education in office administration, business administration, or formal secretarial training may be substituted for up to two years of experience on a year for year basis