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# Example of Bilingual Administrator Job Description

Our company is growing rapidly and is hiring for a bilingual administrator. 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 administrator

* Enter orders into ERP system in a timely and accurate manner
* Provide quotations on standard and non-standard products
* Proactively provide customer support to key accounts within assigned territory
* Promote/train distributors and customers in the use of self-service tools
* Promptly address customer issues or complaints with the assistance and/or input of other internal associates
* Successfully complete the Retirement Plan Fundamentals (RPF) Modules provided by ASPPA within the first year (open book take home examinations)
* Coordinate with Bank’s system support group to provide IT Infrastructure related support, PC/Phone system relocation coordination, help ticket submission, EUC support, PC inventory
* Assist Department Manager’s administrative tasks, schedule control, business trip arrangement, operation support
* Perform other administrative tasks, vendor invoice processing, vendor contract maintenance, new hire and visitor onboarding, stationary purchase, printer/copier vendor contact
* Assist project business coordinator to provide IT project support, user communication, meeting setup, project status update, deliverables review, testing support

## Qualifications for bilingual administrator

* Experience with bank regulation/audit/exam on DFA, FED, CFTC
* Handle all incoming phone calls - Accept all mail and over the counter freight and packages - Working as a local human resource representative under the guidance and communication from Human Resource department at the corporate office - Maintaining all office supplies
* Field and inside sales
* Partner team
* OEM team
* Sales and Operations leadership