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# Example of Bilingual Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Daily schedule management of substitute staff
* Operate a multi-line telephone system to answer and/or direct incoming calls
* Assist with routine payroll inquiries
* Greet office visitors, determine purpose of their visit, and respond appropriately
* Interact, communicate, and support the management team
* Must be fluent in English & Spanish (additional languages are a plus)
* Excellent Time Management & Customer Service skills
* Dependable, flexible, and able to multi-task
* To display a willingness to learn new procedures and technical systems, ensuring that the delivery of an excellent student experience remains a core aim, through collaboration with team members and stakeholders
* To contribute to the achievement of team objectives by showing a flexible approach to work and supporting others within the team, establishing good working relationships within and outside the team

## Qualifications for bilingual administrator

* Preferably years of CRM experience – Salesforce.com a plus
* Must speak and read French fluently
* Enthusiastic, friendly, and energetic
* Possess a genuine desire to provide outstanding customer service, including both internal and external customers
* Previous Human Resource experience preferred
* Must be bilingual and able to read, write and speak both English and Spanish proficiently