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

# Example of Bilingual Administrator Job Description

Our growing company is looking for a bilingual administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for bilingual administrator

* Direct guest to residents unit
* Responds to residents request in a professional manner
* Provide orientation to new residents for move-in procedures and distribution of FOB's
* May be assigned other duties by the General manager
* Handle inbound calls from customers
* Provide high quality customer service that positively affects the company brand
* Researching and verifying customer's information
* Following up on customer's requests
* Enter product orders, verify shipping information and delivery requests
* Dealing with billing issues and questions

## Qualifications for bilingual administrator

* Verify PO's
* Working knowledge of CDC communications standards, policies, and processes, plain language guidelines and clearance processes
* Experience with Excel (content management, formulas)
* Must be fluent in both English and in Portuguese
* Research, design, plan and coordinate server infrastructure upgrades, enhancements, improvements and/or newly required service deployments
* Participate in operational and business critical projects through the scoping, planning, execution, and implementation