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# Example of Bilingual Advisor Job Description

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

* Complete and file applications
* Initiate and maintain proper follow-up with the patient and government agency caseworkers to ensure timely processing and completion of all mandated applications and accompanying documentation
* Ensure all insurance, demographic and eligibility information is obtained and entered into the system accurately
* Document progress notes to the patient’s file and the hospital computer system
* Covers and assists with other office functions as requested
* Will be required to make field visits as necessary
* Conduct personal consultations with prospects and clients, ensuring their pre and post onboarding experience is effortless
* Explain complex transactional and financial investment principles clearly
* Deliver an above-and-beyond client experience through multiple channels including phone, email, live chat
* Champion change and continuous improvement of client service by identifying opportunities and following them through to implementation

## Qualifications for bilingual advisor

* Must be able to communicate written and verbally in both English and French and is required
* Bachelors in Human Resource/Business Management or equivalent experience
* Bi-lingual in English and Spanish, both in written and verbal communication
* 2-4 years of experience in leave and benefits administration is preferred
* Demonstrates in-depth of knowledge for all Company policies and Federal, State/Provincial, and local leave laws
* Regular and predictable on-site attendance