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# Example of Bilingual Assistant Job Description

Our innovative and growing company is looking to fill the role of bilingual assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for bilingual assistant

* Booking international travel
* Assembling rooms
* Keep meeting minutes as needed
* Handles patient wound care
* Assisting with applications for new staff
* Greets Program Participants, community visitors, agency personnel and general visitors
* Ensures Program Participants are properly checked-in
* Maintains Program Participant information on computer system by performing data entry
* Assists Program Manager and Intensive Supervision Case Specialists with case coordination, communication with the contracting agency and routine clerical tasks
* Arrange meetings

## Qualifications for bilingual assistant

* Ability to take initiative and work well in a fast-paced team environment
* Experience with global ERP systems - SAP
* Written and verbal proficiency in English and Spanish is required
* Ability to prepare written reports and documents
* Certified Medical Assistant or Registered Medical Assistant or completion of accredited Medical Assistant program
* Bilingual proficiency required