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# Example of Bilingual Center Job Description

Our growing company is hiring for a bilingual center. 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 center

* Advises leadership on organization structure changes and decisions
* Oversees employee relations efforts
* Responsible for DC salaried and hourly recruiting, hiring, training and onboarding
* Gathers information for investigations, reviews, and resolves employee complaints and other employment related actions
* Conducts reviews, responds to claims, acts as company representative to complaints filed with local, State and Federal agencies, wage and hour disputes
* Report and follow-up on employee injury claims working collaboratively with Corporate Risk Management group
* Oversees unemployment claims for DC associates
* Answer the call
* Meet the need
* Keep your eye on the prize

## Qualifications for bilingual center

* Candidate must be fluent in English and French for verbal and written communication
* Bachelor’s Degree in Human Resources or related field and 6+ years of experience in an HR business partner role to include comprehensive experience in
* Previous experience leading a team is required
* HR leadership experience in a DC required
* Proven leadership skills with the ability to influence decision makers and balance HR practices and guidelines with business needs, demonstrated ability to build relationships, resolve problems thoroughly and with urgency, exceptional organizational and training skills, self-motivated with ability to identify and initiate projects in a fun and changing HR department
* Works well in fast paced, complex environment with frequently changing priorities, providing hands-on assistance and strong team orientation