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

# Example of Bilingual Coordinator Job Description

Our company is hiring for a bilingual coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for bilingual coordinator

* Coordination of all client and physician clinic visits/tours
* The Clinics Coordinator will also be assigned other duties and tasks as required from time to time
* Customer and Sales Queries – Manage and prioritize a high volume of internal and external inquires via email and phone and provide basic information regarding the reassignment process
* Case Management – Open, assign and monitor cases to Reassignment Agents for active transfers
* Reassignment Folders – Open and Prepare the Reassignment Folders ready for the assigned agent including all required contractual and financial information
* Brochures – Send out brochures for inclusion in Open Houses
* Audit and Close Folders – Review each case file before it is closed
* Data Entry - On approval from Supervisor, enter relevant information and financial data into the Reassignment Database
* Customer and Utility Research – Carry out research both on specific utility rules as they relate to system reassignments, title and home ownership
* Maintaining the organization's database

## Qualifications for bilingual coordinator

* A four year college degree in a financial or business related field (or equivalent experience) preferred
* Highly organized and process oriented with the ability to handle multiple deadlines simultaneously
* Promoting awareness of client and legal requirements among all personnel and contractors
* 3rd year student from Business Administration or Engineering Technology program
* Own the new hire documentation process including drafting and sending offer letters, managing background and drug screen processes, on boarding communication
* 1+ years of work experience in Human Resources/Recruiting support