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# Example of Bilingual English / Spanish Job Description

Our innovative and growing company is looking to fill the role of bilingual english / spanish. 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 english / spanish

* Provide an overview of findings by analyzing and interpreting the statistical reports
* Sales process participation
* Administrative support including scheduling/event logistics, candidate letter generation, in-bound/out-bound phone calls, test administration, database updates/management
* Ensure all copiers are functional and are stockedwith paper on a daily basis
* Serve as a key point of contact for non-certified agents in assigned market and provide assistance on a broad range of topics
* Demonstrate a clear and direct ownership for the market assigned
* Delivers PHRS HR components and makes recommendations to clients regarding benefits, compensation, employee relations, recruitment, training and development, and information systems
* Develops and maintains working knowledge of all PHRS components
* Follows through on requests from clients, corporate, and PHRS Area Manager
* Gathers and maintains client service data in the PHRS database

## Qualifications for bilingual english / spanish

* At least 6 years with a combination of major public accounting firm and multinational corporation in high tech industry, with a minimum of 2 years international taxation experience
* Ability to operate independently in a detail oriented and "hands-on" environment
* Sound technical knowledge and practical experience dealing with foreign and U.S. international tax issues for multinational corporations
* Involvement in preparation of tax provisions for foreign entities under U.S. GAAP
* Team oriented, self-motivated, and willing to take ownership of projects
* Be able to communicate tax issues clearly and interact effectively with various groups throughout the Company