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# Example of Bilingual English Job Description

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

## Responsibilities for bilingual english

* To manage phone calls, analyse and filter them, and pass on the resulting requests and/or information
* To support the Global Communications department on specific tasks (articles proofreading and English spellcheck, organizational charts update, distribution lists update, logistics support for Paris-based events, intranet updates, management of the employees image bank, writing & publishing of specific articles (Joiners & Leavers, Visitors…), formatting and sending Flash News when needed
* Collecting, analyzing, evaluating, and reporting data to increase general sales productivity
* Analyzing business operations to determine profitability to create a baseline for operational changes and action
* Collecting sales trends and records and evaluating performance calculated against sales quotas
* Analyzing outcomes and set up accounts containing respective ideas, conclusions and all-purpose guidance
* Evaluating current economic situations and preparing sales forecasts
* Analyzing sales performance records and interpreting outcomes of overall sales
* Analyzing requests for proposals, coordinating response plan with sales manager and preparing a schedule for bidding
* Developing reporting structure and models that identify costs per unit and determine baseline for action

## Qualifications for bilingual english

* Ability to work in a timely manner, think critically and in a team environment
* Computer proficiency in Microsoft Outlook, Word and Excel
* Previous sales and/or marketing experience
* Must be fluent both in English and Korean and have ability to create corporate reports in Korean
* Proven ability to manage multiple project and tasks simultaneously is required
* Must be proficient in Microsoft Office especially in PowerPoint and Excel