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# Example of Bilingual French Job Description

Our company is growing rapidly and is hiring for a bilingual french. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for bilingual french

* 2+ years’ of progressively responsible administrative experience in an office environment
* Considerable experience with MS Office (Word, PowerPoint, Excel and Outlook)
* Experience in finance/investment industry is an asset
* Excellent communication skills (verbal/written/comprehension)
* Sensitive to issues of confidentiality and a high sense of urgency
* Ability to work effectively in a fast-paced team
* Providing front line customer service
* Identifying opportunities to save or make our customers money
* Make profitable spend decisions based on risk assessment and card member profiles
* Review daily AR run and follow up with customers on payment status

## Qualifications for bilingual french

* Education in accounting / finance preferable
* Familiarity with good customer service practices and core values
* Effective time management and an ability to work in a high-pressure and fast moving environment where change is constant
* A high skill level with various computer software applications
* Bilingual fluency in French required
* Ability to speak and understand French