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# Example of Bilingual Manager Job Description

Our company is looking for a bilingual manager. 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 manager

* Responsible for media recommendations based on long-term planning strategy
* Manages solid direct client relationships in order to more effectively sell ideas and contribute to positive agency evaluations
* Is responsible for gathering data, presenting, maintaining and executing media plans through internal groups (account service, creative) and partner agencies
* Maintains knowledge of all media buys with partner agencies and is responsible for the managements of monthly reporting, post-buy results and budget tracking
* Has a strong knowledgebase in planning/executing all media channels (traditional + digital/social)
* Manage marketing campaigns and brand promotions for Spanish Bibles
* Manage marketing budgets for assigned products, brands, and projects
* Work with the Associate Publisher to develop messaging, themes, and ad concepts for new and backlist products
* Manage and coordinate with Spanish Publicity and PR campaigns for assigned titles
* Develop and implement social media strategies for products, brands, and campaigns

## Qualifications for bilingual manager

* Experience managing projects and leading cross-functional teams
* Strong in Excel and Microsoft Projects with basic knowledge of data analytics
* Strong written and verbal communication skills (English/Spanish) will be ideal
* Ability to implement new system in different areas as a Super User
* Ability to multi-task, self-sufficient and organized
* Flexibility to travel in Florida