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# Example of Bilingual Receptionist Job Description

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

## Responsibilities for bilingual receptionist

* Attends all required in-services designated by the facility and or department
* Understands and exemplifies the philosophies and values of ABM Healthcare Support Services
* Ability to type in a word processing environment at 50 words per minute
* Enjoys working in a team environment interacting with a variety of departments
* Possesses excellent communication and interpersonal skills treating others with respect
* Able to work independently, establishes priorities and makes decisions without close supervision
* Annual age-specific competencies
* Mandatory Hospital Education
* TB, Immunization, and Employee Health Requirements
* Department specific education and skill sets

## Qualifications for bilingual receptionist

* Associate degree or advanced business training is preferred
* Two years of proven success in an Administrative Assistant role or related business role
* Ability to use a personal computer in a Windows environment
* Knowledge of general business software programs
* Strong verbal and written communication is a must
* Represents JSA in a professional manner, following all JSA policies and procedures