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# Example of Bilingual Receptionist Job Description

Our company is hiring for a bilingual receptionist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for bilingual receptionist

* The Receptionist will perform additional project work, as needed
* Catalog, review, and distribute incoming mail
* Manage various office files and provide general office filing support
* Assist program staff with daily operations
* Answer, screen and direct phone calls, and perform receptionist function
* Perform typing and general office duties
* Log client referrals onto referral spreadsheet
* Collect data and input into database
* Maintain office equipment inventory
* Greets visitors conducting business with the company and directs them to the appropriate location following established security procedures

## Qualifications for bilingual receptionist

* Necessary computer skills/ programs (EMS, excel, word and outlook)
* A deep belief in the mission of KIPP New Jersey and a desire to be a part of a founding team to live out our mission
* A team player who is friendly and wants to have fun every day!
* Love for kids and a desire to build strong relationships with them and their families
* Open to feedback and flexible in new and changing situations
* Bilingual English and Spanish ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals