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# Example of Bilingual Sales Job Description

Our company is growing rapidly and is hiring for a bilingual sales. 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 sales

* Analyze and review sales reports
* Interact with customers and vendors daily
* Work closely with logistics, sales and accounting team
* Build account profiles, production conversion lists and calling campaigns for the Clinical Assessment business across all professional industries, education, government and health care
* Assist with sales presentation and reports
* Assist with quoting, invoicing and sales proposals
* Create sales correspondence
* Perform inside sales functions for field sales team including platform demos, training and ensuring customers are set up and supporting in their optimal use of our platforms and systems
* Execute sales and marketing campaigns including outbound dialing to targeted account lists
* Support vacant territories and sell into smaller accounts or geographies

## Qualifications for bilingual sales

* Assist with merchandise returns and customer deliveries as directed by the General Manager
* Fluent in reading and speaking both English and Spanish
* Bilingual (English / Spanish) preffered
* At least 21 years old with a valid state Driver’s License and compliance with the Company’s Driver Qualification Policy
* Ability to work schedule of hours varying from 8 am to 9 pm
* Two years of college or two years of previous management experience preferred