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# Example of Bilingual Support Specialist Job Description

Our innovative and growing company is hiring for a bilingual support specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for bilingual support specialist

* Superior administrative and organizational skills and an ability to troubleshoot problems effectively in a customer focused manner
* Works on assignments that are routine in nature, requiring limited
* Establish and maintain a training calendar for the Management leadership training curriculum
* Schedules, prepare and coordinate all training, travel and materials for all workshops within region to meet training penetration rates
* Act as a host for web based training sessions and support the subject matter expert in the delivery of content
* Gathers and analyses feedback related to training activities
* Participate in post training follow up activities as directed by the training and development coordinator
* Coordinate and Follow up on trainers/trainees to ensure consistency and quality levels of in store onboarding of new Managers
* Gathers and prepares all relevant information for the submission of Bill 90 legislative requirements for the province of Quebec
* Collaborates with the training and development coordinator on regional projects and initiative

## Qualifications for bilingual support specialist

* Acute attention to detail, accuracy and thoroughness and monitors own work to ensure quality
* Superior time management and organizational skills to manage priorities and workflow
* Able to manage multiple tasks and projects at the same time to meet deadlines
* Self-starter with the ability to work well with minimal direct supervision and large degree of resourcefulness and ability to think outside the box is required
* Familiar with SAP and BI an asset
* Advanced level proficiency in Microsoft Outlook, PowerPoint, Word and Excel