



Example of Bilingual Administrative Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of bilingual administrative assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for bilingual administrative assistant

- Experience in the finance/investment industry an asset
- Sensitive to issues of confidentiality
- Ability to work effectively and efficiently as part of a team in a fast-paced environment
- Travel and expense management for desk staff
- Prepare departmental reports which involve assembling necessary information by researching files and documents and communicating with various people
- Operate various computer software programs, MS Office Suite, to record and analyze information
- Coordinate various marketing and clinical departmental activities, policies, or programs to maintain effective administrative control, which involves maintaining records and logs, communicating with various internal and external people, and notifying management of any problems that may arise
- Organize, manage, monitor and track the customer registration process, tuition collection, invoices and receipts and follow-up with customer care and finance to ensure customers are billed for OU courses/consulting services and timely payment is received
- Perform the required "closedown" functions after each educational program has concluded

appropriate paperwork in a timely manner

Qualifications for bilingual administrative assistant

- 2+ years of demonstrated experience in an administrative function
- Excellent communication skills in both English and French, written & oral
- Must possess excellent customer service skills, specially in dealing with supplier partners in resolving issues and/or client calls
- Must be organized, and must possess effective time management and prioritization skills
- Strong computer skills, specifically in MS Excel and PowerPoint
- Must possess strong analytical skills to interpret data, generate reports, identify trends and monitor changes to data