



Example of Bilingual Customer Service Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of bilingual customer service. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for bilingual customer service

- Scheduling of audits
- Ensure system and all related documentation is up to date and accurate
- Ensure we are meeting the customer's additional requirements
- Ensure we are meeting all accreditation requirements
- Provide required documentation to external customers and auditors when required
- Coordinate activity between auditors, technical managers and sales
- Process of issuing certificates if required
- Answer incoming phone calls and respond to voicemails within twenty-four (24) hours of receiving
- Verbally communicate with clients as required
- Greeting conference guests as they walk in

Qualifications for bilingual customer service

- Must possess a broad range of systems and business knowledge with demonstrated experience utilizing intermediate PC skills
- Above average organization
- Very recent CSR experience
- Solid work history, good tenure at prior jobs
- Able to be efficient, trainable, and have high quality of work
- Strong career focus as this is a permanent position