



Example of Bilingual Specialist Job Description

Powered by www.VelvetJobs.com

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

- Craft various types of client or public facing communications including newsletters, email broadcast campaigns, press releases, informational resources, marketing trade shows and event collateral, media advertisements, promotions, media statements, bios, presentations, public facing reports and more as required
- Develop ongoing strategies for outreach tactics leveraging a range of mediums (stories, photos, videos, blogs, infographics, reports) and channels (traditional media, social media, BOKS communication properties)
- Manage and grow social media channels and digital presence in English and French across multiple platforms ie
- Create a website and social media content strategy and be the advocate for BOKS Canada Social Media channels including monitoring, listening, engaging in dialogue in a "Social" way answering to posts and feedback where appropriate
- Cultivate relationships with key communications influencers (reporters, bloggers) and identify opportunities to position the organization's voice and brand in the Canadian marketplace and reinforce organizational vision, mission, and values
- Work with partners to create strategic plans and promotional content for online and offline materials for pre, post and during events
- Work collaboratively with BOKS Headquarters to stay abreast of campaigns and social media plans and coordinate on content relevancy to the Canadian

- Work closely with BOKS Regional Coordinators to develop promotional materials and maintain standardize presentation materials to ensure in market messaging is consistent and provides accurate information
- Assist in liaising with various agencies, negotiate contracts and ensure deliverables are met
- Regularly attend BOKS schools to observe, participate and provide support

Qualifications for bilingual specialist

- Work experience at FTIC or other mutual fund company is preferred
- Customer service, Legal or Paralegal work experience is preferred
- Essential experience includes at least two years of experience with benefits, human resources or payroll in a call center environment
- Bilingual (English and Russian / Mandarin)
- Manage internal client relationships closely and provide guidance and insight in the presentation and selection of candidates
- Work with business contacts to gather hiring demand forecast