

**Bilingual Front Desk Admin | Oakland, CA | \$20-21/hr.**

**On-Site, Direct Hire, Full or Part Time**

We're looking for a Bilingual Front Desk Admin who is fluent in both English and Spanish to join an aggregate materials company on a full or part-time basis!

In this role you will be the front line handling the phones, assisting with administrative and clerical duties to support the company's success. We are looking for someone who is organized, and able to juggle multiple tasks/projects and get them completed in a timely manner. The personality style we are seeking is friendly and service-oriented, someone who enjoys connecting with others, and can work independently as well as with a team. Must be bilingual English/Spanish!

[Apply here](#) or call Eddie @ 888-303-5627 to hear more about this opportunity – and possibly get a same-day interview!

**Key Responsibilities:**

- Answer and direct calls, offering assistance as needed in a friendly and professional manner.
- Quickly learn and effectively use the internal messaging system
- Gather information from multiple databases and merge information
- Provide copies of invoices and monthly statements, process credit card payments, and document information regarding invoice disputes.
- Maintain computer and paper records
- Order supplies and maintain inventory to ensure necessary office materials are available

**Key Requirements:**

- Fluent in English and Spanish
- Working knowledge of MS Office Suite – including Excel
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Organized and attention to detail