



JOB POSTING

DATE: 3/15/2024

JOB TITLE:

BILINGUAL EMPLOYMENT ASSISTANT

WORK LOCATION:

BROADWAY SERVICES INC.
Corporate Office on Monument Street

REPORTS TO:

Onboarding Manager, Bridget Thompkins

HOURS PER WEEK:

Fulltime (Hourly) – Day shift

DUTIES AND RESPONSIBILITIES:

The Bilingual Employment Assistant is responsible for welcoming visitors, employees and applicants from the receptionist desk. This position directs and triage visitor's questions and concerns via phone or in person. In addition, this position conducts and assists new hire orientation; Translate for applicants and employees who speak or comprehend English as a second language.

SPECIAL REQUIREMENTS:

High School Diploma, GED equivalent or two (2) year's comparable work experience; receptionist, performing administrative duties. College courses with concentration in Human Resources or Business preferred. Knowledge of Microsoft products. Requires accurate data entry skills. Strong customer service skills – must be friendly, courteous and smiling nature. Strong interpersonal and communication skills both in English and Spanish; ability to follow and communicate detailed instructions both in English and Spanish. Ability to relate well to co-workers, staff, senior level executives and general public. Able to work flexible schedules to include overtime. Must possess the skills necessary to handle sensitive and confidential situations, including poise, tact and diplomacy, and to interact with diverse groups of people. **MUST BE BILINGUAL** and pass Spanish translation oral exam.

PLEASE SUBMIT ALL BIDS TO:

Personnel via Fax (410) 563-6955 or in person at the Human Resources office

POSTING PERIOD: March 15, 2024 – March 22, 2024

3709 E. Monument Street Baltimore, MD 21205
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