

Bilingual Administrative Manager / Office Manager

Barbachano International is a growing executive search and leadership advisory firm who has been recognized by Forbes as a top 12 executive recruitment firm in North America. As a result of growth, we currently seek an **Administrative Manager** to lead as we continue to expand throughout the Americas. We provide talent solutions to clients in the United States, Canada, Mexico and Latin America. This hands-on Administrative Manager will work out of our headquarters in **Chula Vista, California** and report to the President & CEO. Over the last 5 years our company has doubled in size and expanded its reach globally. We offer an excellent multicultural work environment with daily activity in Spanish speaking countries. We offer a winning culture with a stable and growing work environment in addition to excellent compensation, bonus, benefits, medical insurance and a retirement plan.

Position Responsibilities and Specifications:

Administrative

- Occasionally may attend meetings to furnish information and take notes.
- May prepare client presentation packages.
- May edit and update electronic candidate and employee files and elaborate job orders.
- Responsible for retrieving documents and correspondence by organizing and maintaining files.
- Receives and routes phone calls or takes messages and handles routine matters using its own initiative.
- Responsible for arranging meetings.
- Prepares expense reports.
- Prepares, elaborates, and places electronic advertisements.
- Coordinates Trade Shows participation.
- Coordinates special projects as assigned by the General Manager.
- Supports General Manager in all matters and special projects assigned including handling inquiries, resolving issues, elaborating and editing letters and reports, attending industry meetings, promoting company services, and coordinating training programs.
- Responsible for improving administrative processes.
- Troubleshoots all MIS related problems.

Accounting

- Responsible for reviewing and preparing A/P
- Collection calls for A/R
- Prepares payroll biweekly
- Updating and Reviewing bank registers
- Making necessary bank transactions (transfers, deposits)

Supervision

- Responsible for the supervision of the customer service representative and administrative assistant, as well as other part-time front office employees.
- Responsible for prioritizing and assigning tasks, workflow and distributing outgoing paperwork.
- In charge of recruitment and training front office employees in the performance of their job and providing feedback and support.
- Supervises MIS consultant and other external consultants.
- Responsible for evaluating, disciplining and resolving employee related issues.

Customer Service

- To contact clients and candidates in a professional manner both in English and Spanish.
- To provide support in resolving customer service issues in both English and Spanish as required.

Front Office

- Responsible for invoicing, sorting incoming mail screening, preparing and sending outgoing mail.
- Responsible for up-keeping and coordinating office maintenance including equipment, computer systems, fixtures, and library etc.
- Responsible for sourcing, coordinating, and negotiating office supplies and equipment, services, and training programs.
- Responsible for coordinating bank transactions, handling petty cash and collections, maintaining and reviewing payroll, commissions, accounts payable and accounts receivable.

Human Resources

- Prepares Payroll periods with ADP.
- Reviews and maintains company and employee manuals.
- Tracks adherence to company policies.
- Elaborates congratulation letters and discipline notices to employees.
- Resolves employee issues and coaches management on conflict resolution.
- Responsible for sourcing, reviewing, proposing, implementing, and managing insurance, retirement and benefit programs.
- Responsible for developing programs which promote a cordial office environment, maintain corporate goals and values, and elevate employee satisfaction.
- Prepares Employee of the month meeting.
- Coordinates employee events.

Reports to President & CEO

Please submit resume to: laura@bipsearch.com