

Barbachano International is a high-impact executive search firm focused on identifying Mexico and Latin America's best talent. Our firm is currently looking for a **Bilingual Customer Service/Administrative Assistant** for its Headquarters in Chula Vista, California. This is a part-time position (25 to 30 hours per week approximately) that could grow into full-time. 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 also offer excellent compensation, benefits and a winning culture with a stable and growing work environment.

Responsibilities:

- Establishes communication with clients and candidates in a proper and professional manner both in English and Spanish.
- Receives, routes, and screens phone calls directing pertinent calls and dealing with calls that should be addressed by the Customer Service department.
- Contacts candidates and clients as requested.
- Edits and updates electronic candidate and employee files and elaborates job orders.
- Responsible for retrieving documents and correspondence by organizing and maintaining files.
- Prepares expense reports.
- Prepares, elaborates, and places electronic advertisements.
- Elaborates and edits letters and reports.
- Updates and performs data entry in a web-based applicant tracking system.
- Makes bank deposits.
- Coordinates special projects and conducts other duties as assigned by Administrative Manager & General Manager.

Position reports to the Administrative Manager.

Candidate Required Experience and Skills:

- 100% fluency in English and Spanish
- Bachelor's degree or A.A. degree is desirable but not required.
- 1 to 2+ years of work experience in Administrative Assistance, Customer Service, or receptionist or a combination. Prefer experience in a fast-paced professional environment where dealing with clients and providing excellent service is the highest priority.

- Exposure dealing with multicultural environments (Mexican-American) is desirable.
- Must have good Customer Service skills coupled with excellent phone etiquette.
- Requires solid knowledge of social media, internet research, and MSOffice: Word & PowerPoint. CRM and Excel are a plus.
- Must have excellent communication and people skills (written and oral).
- Requires good organizational skills, multi-tasking, attention to detail, and prioritizing and following-up skills.
- **Candidates must be currently eligible to work in the United States for any employer.**

ONLY LOCAL CANDIDATES (SAN DIEGO/TIJUANA AREA) ARE BEING CONSIDERED FOR THIS POSITION. NO RELOCATION SUPPORT PROVIDED.

For consideration, please send us a copy of your resume in English via our portal or to gabriela@bipsearch.com.

For additional information on our company please visit: www.bipsearch.com