

Bilingual Office Assistant

Overview:

The Bilingual Office Assistant is the first-contact for many new clients. They must be able to interact well with people and like talking to prospects. As the Marietta office is our newest location, this will be the only person in the office for most of the time. Also as one of the pioneers in Marietta, this person will be responsible for marketing in and around Marietta daily by visiting chiropractors, financial planners, collision centers, etc. This person must be outgoing and willing to meet new people.

Responsibilities:

- Answering Phone Calls
- Scheduling Client Appointments
- Maintaining Office Supply Levels
- Attending Marketing Events
- Other administrative functions as assigned

Requirements:

- Fluent in English and Spanish
- High-school Degree
- Own transportation and maintain auto insurance
- Microsoft Office Suite Experience

Salary & Hours:

- \$8 - \$10 per hour commensurate with experience
- Monday – Friday 10:00 a.m. – 4:00 p.m.