



## Bilingual Job Feature

### Getting Bilingual Receptionist Jobs

All over the country offices in every state have at least one position for a receptionist. A lot of times the receptionist is the first impression that a customer may have of a company. When you walk into a company's offices, he or she is the first face that you see. When you call on the phone the receptionist is the first voice you hear, making the receptionist's job very important to the success of the company. Sometimes a company needs a receptionist who can speak more than one language, especially in big city [bilingual jobs](#), where the number of people who speak a different language may be so great that the company cannot survive without the business of those who speak a language other than English.

Often times the newspaper is filled with advertisements for Spanish/English bilingual jobs, especially for companies that are surrounded by a large Spanish-speaking population, as in states such as New Mexico, Texas, and California. A company may also have quite a few bilingual positions if its main customers are from international locations. A receptionist who answers a telephone and speaks the requisite language (or languages) gives a company the look of taking those different populations seriously and showing that the company took the time to make sure their voices were heard.

There are tons of jobs that are available specifically for bilingual workers (people who can speak more than one language fluently). In companies with offices abroad jobs for the bilingual worker abound. You can get a job with a bank, law offices, or schools and libraries; anywhere there is a chance that individuals of another culture may be visiting the establishment. Since the first person most of them will see is the receptionist, you will find that the revenue of a company increases when customers of different backgrounds have someone who can understand their problems or meet their needs.

If the company has offices in countries such as Spain, Portugal, France, or Italy, you may have the upper hand if a customer or potential customer gets to speak in his or her native language to one of the receptionists of the company and has that person to serve as an interpreter when discussing business contracts and possible orders they may need to make. By having someone who speaks their language there is a smaller chance of misinterpretation, a smaller chance of sending the wrong product, and a greater chance of the product being exactly what the customer is looking for. Many companies find that a person who is interested in finding [jobs for bilingual](#) workers is a hot commodity indeed.

The most important benefit of having a bilingual employee is that they speak another language, but many jobs for bilingual receptionists also require that the receptionist have a good

attitude, be a great communicator, perform office duties, and be friendly and knowledgeable. A company needs for him or her to be educated and know the particulars of the business, as well as be able to keep new customers comfortable and be the voice of reason for customers who are not so happy with the service. Receptionists do not usually need a degree but it is good for them to have a certificate from a business school that offers secretarial classes.

Mix these skills with being bilingual and it is quite possible that you will be one of the most revered employees in the corporation. Finding one of these positions can be easily accomplished by looking online, in the local newspaper, in your church bulletin, or at your school. There are receptionist jobs all over, and they may be found with many different types of businesses. The largest group includes [bilingual Spanish/English jobs](#), because of the large number of Spanish-speaking individuals living in the United States. Another popular language may be Italian; a large number of people live on the East Coast who have come to this country from Italy.

Another great thing about being a bilingual receptionist is that you get to help your company become a success; you are appreciated, especially when other companies come into your place of business needing your help. You can help make the company better and make sure that people from other countries who speak different languages feel comfortable and at home in your country and with your company.

To apply for a job requiring bilingual skills you must provide a resume that highlights your language skills as well as outlining how you got your education in the second language. You may want to say whether you were born into a family that spoke both languages or you learned the second language through courses. The difference between the two will show in your specific dialect. A person who was born speaking Spanish may have a different way of speaking it depending on where they are from, while a person who has learned the language through courses may speak a more proper Spanish, which



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may not be completely understood by those using different dialects. However, while this may make some difference, the fact that you speak a different language fluently may be enough to get you the bilingual position that you desire. The

last thing you should know is that being bilingual may get you extra pay because the need for bilingual workers is so great.

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