

## Bilingual Coordinator

A non-profit organization has an immediate opening for an experienced full-time Bilingual Coordinator. This is a temp to hire position.

**Requirements:**

- Attention to detail and multi-tasking required.
- Speak with new clients to get basic information and then schedule appointments.
- Communication is primarily on the phone, but will process walk-ins as well.
- Must possess excellent communications skills
- Must have experience with MS Word and Excel

**Salary:** \$12 hour to start, benefits will be offered

**Hours:** Monday – Friday, 8 – 5

For more information please give us a call at 901-759-9622 or visit our website at [www.brannonprofessionals.com](http://www.brannonprofessionals.com)