

Office Assistant

Job Title: Office Assistant (Bilingual - English & Spanish)

Location: Cottage City, Maryland

Employment Type: Part-Time

Position Summary:

We are seeking a detail-oriented and highly organized Office Assistant who is fluent in both English and Spanish. The ideal candidate will provide administrative and clerical support to ensure efficient operation of the office, facilitate communication with Spanish-speaking clients and staff, and maintain a professional and welcoming environment.

Key Responsibilities:

- Answer emails, and other correspondence in both English and Spanish
- Translate documents, emails, and other materials between English and Spanish as needed mainly for the monthly Newsletter and Social media posts
- Prepare the minutes for various town meetings in both English and Spanish
- Support management and staff with special projects or assignments
- Answer and direct phone calls when there is a need for you to be in office
- Greet and assist visitors, clients, and employees in a professional manner
- Ensure confidentiality of sensitive information

Qualifications:

- High school diploma or equivalent (Associate's degree preferred)
- Proven experience as an office assistant, administrative assistant, or similar role
- Fluency in both spoken and written Spanish and English
- Strong verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and basic office equipment
- Exceptional organizational and time-management skills
- Ability to multitask and prioritize tasks in a fast-paced environment
- Strong interpersonal skills and customer service orientation

Preferred Skills:

- Prior experience translating and interpreting in a professional setting
- Consistently maintains a positive attitude, respectful communication, appropriate attire, and discretion when handling confidential information.

Salary & Benefits:

- Competitive pay based on experience

How to Apply:

Please submit your resume and a brief cover letter highlighting your bilingual experience to townhall@cottagecitymd.gov.