

Job Description: Bilingual Administrative Assistant

Job Title

Bilingual Administrative Assistant to Safety Director

Location

Bridgepoint Risk and Insurance Services - In-Office

695 West Cromwell Ave, Suite 101

Fresno, CA 93711

Position Type

Part-Time | 10-15 hours per week

About the Role

Bridgepoint Risk and Insurance Services is seeking a highly organized, detail-oriented, and proactive bilingual Administrative Assistant to support our Safety Director. This role is ideal for someone who thrives in a fast-paced environment, is comfortable managing multiple priorities, and enjoys being part of a team that promotes workplace safety and compliance. This position is also a great opportunity for individuals looking to gain hands-on experience in workplace safety, administrative support, and regulatory compliance within a professional setting.

Key Responsibilities

- Manage and respond to emails promptly and professionally
- Assist with Farm Labor Contractor (FLC) and Wage and Hour (WH) application processes
- Create, format, and distribute training certificates of completion
- Maintain and update training records and logs in Epic
- Prepare training materials such as binders, handouts, and presentations
- Organize and maintain client files and documentation
- Support the development and coordination of workplace safety programs
- Monitor and replenish office supplies and inventory
- Schedule meetings, appointments, and trainings
- Provide general administrative support to the Safety Director and broader team

Job Description: Bilingual Administrative Assistant

Qualifications

- Bilingual in English and Spanish (required)
- Prior administrative or office support experience preferred
- Strong written and verbal communication skills
- Exceptional organizational and time-management abilities
- Proficient in Microsoft Office (Word, Excel, Outlook) and Google Workspace
- Experience with Epic or similar systems is a plus
- Ability to work independently and manage multiple tasks efficiently
- High level of professionalism, discretion, and confidentiality

Hours & Compensation

- 10-15 hours per week (flexible scheduling)
- Pay starts at \$16.50/hr (California minimum wage, effective Jan 1 2025); higher pay may be offered based on experience or bilingual fluency

To Apply

Please email your resume and a brief cover letter to:

Emma Perez - eperez@bridgepointrisk.com