

Date: 11 May 2025

The Embassy of Brunei Darussalam in Riyadh, Kingdom of Saudi Arabia is seeking an enthusiastic and practical Locally-Engaged Staff to join our Embassy team, as the following position:

<p>JOB TITLE: RECEPTIONIST / TELEPHONE OPERATOR 1 Position Available</p>

RESPONSIBILITIES:

- Responds to a wide-ranging variety of questions, requests and telephone calls related to the Embassy.
- Acts as information point / front office for the Embassy.
- Provide logistical and organisational support to the Embassy for range of activities such as meetings, visits and receptions.

MINIMUM REQUIREMENTS:

- Minimum of National Diploma or its equivalent.
- Relevant work experience and interest is an advantage.
- Highly proficient in spoken and written English. Fluent in Arabic will be an advantage.
- Skilled in dealing with government agencies, private companies/businesses and the public.
- The staff should be people-oriented and well presented at all times.
- Acquires good planning and organisation skills.
- Capable to work under minimal supervision and work effectively as a team.
- IT Literate (Windows and MS office programs).
- Able to multi-task and perform duties, including but not limited to listed in the job description.

CONTACT

Interested applicants, please submit the following through email:
riyadh.saudiarabia@mfa.gov.bn

1. Cover letter to include your expected salary;
2. Curriculum Vitae (CV); and
3. Recent passport size photo (colour).

Closing date for submissions is on: **Thursday, 12 June 2025 (23:55H KSA time).**

We advise you to allow enough time to complete and submit your full application, since only applications completed and submitted before the deadline will be considered.

ADDITIONAL INFORMATION:

1. Please note that the shortlisted applicant(s) and successful candidate are responsible for arranging their own travel and accommodation, as well as any other living costs and are subject to Saudi taxes.
2. Please note that it is your responsibility to ensure you meet the legal requirements to live and work in this country.