

**The Embassy of Brunei Darussalam in Riyadh, Kingdom of Saudi Arabia is offering a position as the following Locally Engaged Staff:**

<b>RECEPTIONIST / TELEPHONE OPERATOR</b>	
<b>Minimum Requirements</b>	
<ol style="list-style-type: none"><li>1. Minimum of National Diploma or its equivalent.</li><li>2. Excellent oral and written communication skills in English; Fluent in Arabic will be an advantage.</li><li>3. Experience in dealing with government agencies, private companies/businesses, and the public.</li><li>4. Able to prioritize and meet deadlines and to work effectively as a team.</li><li>5. Able to work under minimal supervision.</li><li>6. IT Literate.</li><li>7. Good organization skills.</li></ol>	1 Position Available

Applicants are required to submit as follows:

1. Curriculum Vitae (CV).
2. Expected salary.
3. Passport size photo (colour).

All documents can be email to [riyadh.saudiarabia@mfa.gov.bn](mailto:riyadh.saudiarabia@mfa.gov.bn).

Closing date to submit applications is on **Thursday, 9 November 2023**.

**Please note:**

Successful candidates are required to work in the Kingdom of Saudi Arabia and prior to commencing duties, candidates may secure its own international/domestic travel and living arrangements.