JOB VACANCY AT THE HIGH COMMISSION OF BRUNEI DARUSSALAM IN THE REPUBLIC OF SINGAPORE (LOCALLY-ENGAGED STAFF)

The High Commission hereby would like to invite interested applicants for the position of **OPERATOR / RECEPTIONIST** [SG E.1, V].

Details of the said vacancy are as follows:

Job description:

1. Handle all incoming and outgoing calls.
2. Receiving guests / individuals who has appointment with the High Commission.
3. Booking and preparing meeting rooms / courtesy call rooms.
4. Be able to work under pressure and make quick decisions in case of any emergencies while on duty.
5. Able to accept different cultures and customs of the two countries and provide support in any way needed.
6. Other duties as assigned by the High Commission

Basic Requirements:

1. Must possess Secondary School Qualification at least one pass at GCE 'N' Level or 'O' Level or equivalent.
2. Good command of English and Malay.
3. Good physical conditions to support work demands.
4. Willing to work outside of working hours, when needed.
5. High Integrity, punctual and pleasant personality.
6. Having experience working similar to this kind of position is an advantage.

Other Information:

1. Salary : starting **SGD1,770.00** per month (subject to other taxes available)
2. Working hours: Mon – Thurs (08.30 – 12.30 & 1.30 – 4.30) & Fri (8.30 – 12 & 2.30 – 4.30)
3. Annual leave : 21 days per year and public holiday.
4. Accommodation, transport and telecommunication allowance are not provided.

Closing date of application: 27 May 2025

Interested candidates can send their CV with passport photo to: recruitment.bruneihicom@gmail.com