



Locally-Engaged Staff Vacancy
Permanent Mission of Brunei Darussalam to the United Nations Office, World Trade Organization and other International Organisations in Geneva, Switzerland

The Permanent Mission would like to invite applications for the position of **Receptionist / Telephone Operator**.

Responsibilities

- Receive and screen phone calls
- Receive and facilitate guests of the Permanent Mission
- Facilitate phone calls for the Permanent Mission
- Set and coordinate appointments of the Permanent Mission
- Provide administrative and logistical support as required
- Support other activities of the Mission as required

Requirements

- Excellent interpersonal skills
- Excellent computer skills with a proficient knowledge of Microsoft Office - MS Word, Excel, PowerPoint, MS Teams and Zoom
- Fluency in English is essential (having proficiency in French and/or Malay is an advantage)
- Proven communications, organisational, time management, teamwork and office management skills
- Work experience in foreign missions or embassies will be an advantage

Position details

Start date: 5 May 2025 or at the earliest

Starting salary: **CHF 4'460.00 per month**

Working hours: 09h00 – 13h00 & 14h30 – 17h30 (37 hours per week) – you will also be required to occasionally work outside of regular working hours

Annual leave: 21 days per year; public holidays and off in lieu for occasional weekend work

Closing Date of Application: 16 February 2025

To apply for this role, please e-mail your detailed Cover Letter, CV and Résumé to brunei.geneva@mfa.gov.bn