

The Embassy of Japan in Saudi Arabia is recruiting one reception staff member (who already has residency and work permits in Saudi Arabia) for the position. Details are as follows:

1. Job Description

Reception and administrative duties at the Embassy.

- (1) Answering external calls (telephone operator-like duties).**
- (2) Other duties (e.g., greeting visitors, responding to telephone inquiries, assisting with administrative duties, etc.).**

2. Working Days, Working Hours, etc.

(1) Working Days: From Sunday to Thursday

(2) Working Hours: 8:00 AM to 4:30 PM

***During Ramadan, working hours are 9:00 AM to 2:00 PM.**

(3) Days Off: Fridays, Saturdays, and other days designated by the Embassy

3. Testing Period: The testing period will run from November 1, 2025 to January 31, 2026. After this period mentioned above, the decision to hire will be finalized (subject to change).

4. Employment Period: From November 1, 2025, to October 31, 2026. (This is subject to change, but after the one-year employment period, including the three-month testing period, a decision will be made on whether or not to renew the employment, taking into consideration performance evaluations, etc.)

5. Salary will be determined based on experience, etc.

6. Application Requirements

- (1) Eligible to stay and work in the country.**
- (2) Ability to conduct business in English. Ability to communicate in Arabic or Japanese is preferred.**
- (3) Ability to create basic documents and materials using Microsoft software.**

(4) Individuals who fall under any of the following categories are ineligible to apply for this recruitment.

a) Adult wards or individuals under curatorship.

b) Individuals who, have been sentenced to imprisonment or more and whose sentence has not yet been completed, or individuals who have not yet been confirmed as being exempt from the sentence.

c) Individuals who, have been dismissed from his/her position as a general-grade national public servant and have not yet passed two years since the date of such dismissal.

d) Individuals who, after the date the Constitution of Japan came into force, have formed or joined a political party or other organization that advocates the use of violence to overthrow the Constitution of Japan or the government established under it.

7. How to Apply

If you are interested, please apply by sending one resume (with photo, free format) and a copy of your Iqama (copy) by email adminrd@rd.mofa.go.jp to us. Please write "Reception Staff Recruitment" in the subject line.

<Important Notes>

(1) Please write your resume in English or Japanese.

(2) Regarding Japanese and English proficiency, please attach copies of any test results or qualifications you may have, such as JLPT, TOEIC, or TOEFL.

(3) Please note that submitted resumes (including attached documents) will not be returned to the applicants.

8. Selection Method

(1) First Screening: Document Screening

(2) Second Screening: Only those who pass the first screening will be contacted, and then move to a written screening and an interview with the responsible Embassy staff. The date and time of the second screening will be notified directly to those who pass the first screening.

9. Application Deadline

Tuesday, September 30, 2025 (must arrive by this date)

10. Contact Information

Please contact the Administrative Section of the Embassy of Japan in Saudi Arabia at the following email address: adminrd@rd.mofa.go.jp