



Regional Office in Riyadh (ROR)

Vacancy Announcement

Receptionist (GS-3)

The IMF Regional Office in Riyadh, Saudi Arabia is seeking to hire a qualified and service-oriented **Receptionist** to join its team, preferably starting **as soon as possible**.

This position offers an opportunity to work in an international organization and provides a broad range of **front-office and administrative support**. The Receptionist serves as a key point of contact for visitors, clients, vendors, and IMF staff, while also supporting office administration, meetings, correspondence, records, travel arrangements, and local transportation.

The position is offered as a one-year local contractual appointment, with the possibility of renewal for successive terms of up to three years, subject to continued need and satisfactory performance.

Candidates must be nationals or residents of **Saudi Arabia** or possess a valid TRANSFERABLE work permit (final work permit transfer decision is subject to the Ministry of Foreign Affairs' discretion and approval). Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF **will not sponsor or assist** with obtaining work permits.

Job Summary

Under the general guidance of the Head of Office and the supervision of the Office Manager, the Receptionist is responsible for providing reception and administrative support services and is expected to back up others and perform similar assigned work during absences and periods of heavy workload.

Duties and Responsibilities

Under direct supervision, the Receptionist undertakes the following duties and responsibilities:

- Answers phone calls, takes messages and directs where appropriate; posts notices/messages for all office staff and visiting missions.
- Greets, assists and announces walk-in clients, vendors, job applicants and other visitors to the office in a courteous and professional demeanor.
- Provides general information regarding the International Monetary Fund (IMF) and responds to routine inquiries or complaints from clients and members of the public in line with the IMF's policies and management direction.
- Refers non-routine, sensitive and/or complex requests for information and other inquiries or complaints to appropriate staff.
- Performs other office support functions, examples of which include receiving, sorting and ensuring distribution of incoming mail; coordinates pouch.
- Maintains current distribution lists/ address lists and distributes documents for the team. Also maintains up-to-date work unit files (both paper and electronic).

- Types a variety of forms, letters, reports and memos. Edits for correct grammar, spelling and punctuation; proofreads, formats same in accordance with Fund style. Makes distribution as required.
- Monitors and prepares conference rooms for scheduled meetings.
- Coordinates travel arrangements and accommodation as required.
- Coordinates local transportation services as required.

Qualifications

Completion of secondary school education.

Experience:

Three or more years of relevant experience.

Skills:

- Proficiency in operating office equipment (reproduction, audiovisual, telephone, telecommunications, etc.) and in the use of routine applications for routine work,
- Organizational skills required to establish/maintain files and electronic records,
- Develop a basic understanding of IMF policies and procedures, and awareness of people within the organization.
- Knowledge of standard computer software packages such as the MS Office Suite (including Word, Excel and PowerPoint).
- Demonstrated ability to communicate effectively both orally and in writing is essential.

Language Requirements

Fluency in oral and written **English** and **Arabic** is required.

To Apply

Interested candidates should submit (i) a curriculum vitae (CV), (ii) a cover letter, to the attention of the Office Manager, IMFROR-Jobs@imf.org, **no later than September 17, 2026**.

*Please state in the subject of the **email: Job Application for Receptionist Position***

*The IMF is guided by the principle that the **recruitment, classification, and assignment of staff are conducted without discrimination**. We welcome requests for **reasonable accommodation** for individuals with disabilities during the selection process. Information on how to request such accommodation will be provided during the application process.*