

Position: Telephone Operator

Type: Full-Time (09:00-16:00)

The Embassy of the Arab Republic of Egypt in the Hague is seeking a dedicated and professional telephone operator to join our team. This is a unique opportunity to play a key role in facilitating communication between the embassy and the public, providing essential support, in a vibrant environment.

Key Responsibilities:

- Answer and manage incoming phone calls promptly and professionally regarding consular and Embassy-affairs.
- Provide accurate information and assistance to callers regarding Embassy services and regulations.
- Maintain a courteous, calm, and respectful demeanor at all times.
- Manage requests and inquiries in a timely manner.

Qualifications:

- Excellent verbal communication skills in Arabic, English, and Dutch.
- Proficiency in using telephone systems and office software.
- Professionalism and the ability to deal with confidential information.
- Previous experience as a telephone operator or customer service role is a plus.

What We Offer:

- Competitive salary and fixed-term contract.
- A dynamic and multicultural work environment.
- Opportunities for professional development.

Application Process:

Interested candidates should submit their CV and a cover letter to info@ambeg.nl. Please include "Application Telephone Operator" in the subject line.

We are looking forward to hear from you!