

Receptionist / Assistant to the security section (Full time)

Delegation of Japan to the Conference on Disarmament is seeking a Receptionist with the following details:

1 Job Description:

- Receptionist
- Assistance to the Security Section

2 Requirements:

- Swiss nationality, or a person holding a valid Swiss residence and work permit
- Ability to work in French and English
- Computer skills
- Knowledge of and previous experience as a receptionist is an advantage

3 Working Hours:

- Full time (No side jobs allowed), Monday to Friday, 7 hours and 45 minutes of work and a 1-hour lunch break
Shift basis between 8:15 to 19:00 (8:15 – 17:00 / 10:15 – 19:00)
- Weekends and public holidays off (subject to the mission's closure schedule)

4 Expected Start Date:

September 1, 2026

5 Application Procedure:

Please submit a resume in English with a photograph and copy of your Swiss residence permit to following email address. *Only email applications will be accepted

-Application closing: Sunday, June 14, 2026

-Email: delegation2@gv.mofa.go.jp

To Security Section

-Applicants who pass the document screening will be contacted directly by Delegation of Japan to the Conference on Disarmament.