



**Embassy of
Liberia,
Washington, D.C.**

THE EMBASSY OF LIBERIA, WASHINGTON, D.C. IS HIRING

FRONT DESK OFFICER/RECEPTIONIST

The Embassy of the Republic of Liberia in Washington D.C. is seeking qualified and service-oriented Liberian nationals to apply for the position of **Front Desk Officer/Receptionist**.

Qualifications:

- Must be a Liberian
- Associate's degree or higher (Bachelor's degree is an advantage)
- At least 2-3 years of relevant work experience in embassy, government, international organization, or professional administrative/client-service role in the U.S
- Strong English communication, customer service, confidentiality, and Microsoft office proficiency

[Click here to read more.](#)

Send your application to:

amb.office@liberianembassyus.org

Submission Deadline: February 10, 2026