



POSITION	Branch Manager
TERM	Full time
LOCATION	Yerevan, RA
START DATE/TIME	As soon as possible
OPENING DATE	07.05.2024
APPLICATION DEADLINE	06.06.2024
DURATION	Permanent with 3 months of probation period

## JOB DESCRIPTION

"IDBank" CJSC is looking for an experienced, motivated and skilled candidate for the position of Branch manager who will be responsible for the functions listed below.

## JOB RESPONSIBILITIES

- Organizing, executing control and ensuring continuity of all everyday operations performed by Branch staff,
- Managing sales of bank products and services by the Branch,
- Executing the set sales plans set,
- Ensuring high level of customer service in the Branch to increase customer satisfaction,
- Attracting new clients, active cooperation with current and potential clients,
- Providing relevant consultation/information to clients on services rendered by the Bank,
- Ensuring and executing control over performance of annual budget indicators of the Branch,
- Executing control over the process of maintenance of monetary funds and other values in the Branch,
- Executing control over the loan portfolio of the Branch and ensuring timely repayment of the loans provided,
- Liability for the quality of the branch loan portfolio to avoid further risks,
- Other functions defined by RA legislation and internal legal acts of the Bank.

## REQUIRED QUALIFICATIONS

- Higher education in economics/finance,
- 4-5 years of relevant professional experience,
- Management skills,
- Self-organization and time-management skills,
- Knowledge of RA banking legislation,
- Computer knowledge,
- Excellent knowledge of Armenian, Russian and English languages,
- Ability to estimate financial and operational risks,
- Ability to work independently,
- Ability to make decisions,
- Excellent analytical skills,
- Excellent interpersonal and problem-solving skills,

- Willingness to regularly travel to RA regions on business,
- Attention to details, well-organized personality able to multitask.

### **ADDITIONAL INFORMATION**

After successful completion of the probation period, the Bank offers its employees a wide range of privileges, particularly, a comprehensive medical insurance package, a comprehensive bonus plan, a corporate package for sports club services, banking services on preferential terms, etc.

### **APPLICATION PROCEDURES**

All interested candidates who meet the requirements above and are confident that their background and experience qualify them for this position and you are interested in joining the ID Bank team you follow the link <https://idbank.bamboohr.com/careers/55>. Only short-listed candidates will be contacted.

### **ABOUT THE COMPANY**

"ID Bank" CJSC was founded in 1990 as "Anelik Bank" Limited Liability Company and was renamed to "ID Bank" CJSC since 04.06.2018.

The Bank's mission is to be the first choice Bank for the customers as the best innovative Bank providing the customers with personalized unique digital solutions.

To learn more about the Bank, please visit: <https://www.idbank.am/>.