

POSITION	Head of Institutional Clients' Unit
WORK SCHEDULE	Full time
WORK LOCATION	Yerevan, RA
START DATE	As soon as possible
ANNOUNCEMENT LAUNCH DATE	13/05/2024
ANNOUNCEMENT DEADLINE	31/05/2024
CONTRACT TERM	Unlimited: with 3-month probation period

"ID Bank" CJSC is looking for an experienced and motivated candidate to fill the position of the Head of Institutional Clients' Unit who shall be responsible for performing the following duties:

RESPONSIBILITIES

- Develop the unit's strategy, procedures and regulations related to it, ensure the proper implementation of the functions envisaged by the procedures.
- Control the quality of the unit's work, ensure uninterrupted and timely implementation of daily functions.
- Coordinate activities aimed at attracting resident and non-resident corporate customers, as well as sales of corporate products, in particular payroll projects, business overdraft, POS/"V-POS" payment systems, and other products.
- Conduct planning and distribution of work among employees, define and control individual KPIs.
- Ensure compliance of the Unit's work with the Bank's internal legal acts.
- Cooperate with the structural subdivisions of the Bank, initiate and participate in the works aimed at introducing new Corporate products and improving existing products.
- Support employee education, training and motivational activities.
- Oversee the monitoring of products provided to corporate customers and maintain relations with existing customers as defined by the Bank's internal legal acts.
- Implement other operations/activities defined by internal legal acts of the Bank.

QUALIFICATION REQUIREMENTS

- Higher Education,
- At least 3 years of work experience in the banking sector,
- At least 5 years of work experience in sales,
- Management experience will be an advantage,
- Good knowledge of English, Russian, Armenian languages,
- Self-organization and time management skills,
- Knowledge of banking products and services,
- Knowledge of banking legislation,

- Computer skills – good knowledge of Excel, knowledge of LS Bank software will be an advantage,
- Communication, team management skills,
- Decision-making ability,
- Excellent interpersonal and problem-solving skills,
- Ability to multitask,
- Attention to detail,
- Ability to solve problems quickly and efficiently,
- Ability to work effectively in a team,
- Punctuality and sense of responsibility,
- Knowledge of business ethics norms and their application.

ADDITIONAL INFORMATION

After the successful completion of the probation period, the Bank offers its employees a wide package of privileges, in particular, medical insurance, a flexible reward system, a corporate package for using the services of sports clubs, banking services on preferential terms, etc.

HOW TO APPLY

If your knowledge, professional experience and qualifications meet the requirements of the above position, and you are interested in joining the ID Bank team, please go to the following link <https://idbank.bamboohr.com/careers/52>. Shortlisted applicants will be invited for an interview.

ABOUT THE COMPANY

"ID Bank" was founded in 1990 under the name "Anelik Bank", and from June 4, 2018, the Bank was renamed into "ID Bank".

ID Bank's mission is to be the Bank of first choice for customers as the best innovative Bank, providing customers with up-to-date digital solutions with an individual approach. For more information about the Bank, you can visit the Bank's official website <https://www.idbank.am/>