

POSITION	Privilege Banking Unit Manager
TERM	Full time
LOCATION	Yerevan, RA
START DATE	ASAP
OPENING DATE	26/04/2024
APPLICATION DEADLINE	10/05/2024
DURATION	Indefinite, with a three-month probation period

“ID Bank” CJSC is looking for an accomplished and motivated candidate to join its team as a Privilege Banking Unit Manager, who will perform the responsibilities listed below:

JOB RESPONSIBILITIES

- Conclusion, termination, amendment of relevant contracts with clients,
- Opening, maintenance and closure of deposit accounts, including opening, termination/amendment of relevant contracts, replenishment of deposit accounts, reduction, extension of deposit period, ensuring that the money is promptly paid out to the client at the end of the deposit term, payment of interest,
- Implementation of the loan processing, including accepting loan applications, ensuring loan application processing, collecting relevant information on the loan, loan disbursement, provision of loan repayment schedules, preparing and updating of loan packages, monitoring of loan repayments, sending relevant reminders to borrowers, withdrawal of the loan amount and implementation of repayments, collection of commissions and other fees defined by the Bank's internal legal acts within the framework of the loan disbursement and servicing process,
- Accepting payment card applications, issuing, blocking, unblocking, re-issuing, closing of payment cards, depositing and withdrawing money from card accounts, carrying out transfers and other operations defined by the legislation of the Republic of Armenia and internal legal acts of the Bank,
- Conclusion, termination and amendment of safe deposit box lease agreements, providing customer support in terms of safe deposit box management, implementation of other operations defined by the Bank's internal legal acts,
- Provision of remote control systems to customers, conclusion, termination, modification of relevant contracts, implementation of other contract-related operations defined by internal legal acts of the Bank,
- Providing clients with certificates, statements from their accounts, copies of payment documents and other documents defined by the Bank's internal legal acts
- Implementation of bond sales
- Performing functions of state agencies' service offices,
- Conclusion of insurance contracts, issuing certificates to clients,

- Implementation of sales, cross-sales of banking services,
- Provision of relevant consultation/information to customers on the services provided by the Bank
- In case of bank accounts, implementation of transfers within and outside the territory of the Republic of Armenia,
- Management of customer accounts, including depositing/withdrawing cash from the account, implementation of transfers from the account within and/or outside the territory of the Republic of Armenia,
- Collection of commissions and other fees defined by internal legal acts of the Bank,
- Implementation of cash and non-cash purchase and sale of foreign currency, exchange of worn-out foreign currency banknotes,
- Provision of check books, acceptance of valuables for storage
- Implementation of transfers within and outside the territory of the Republic of Armenia without the use of bank accounts, paying out the money transferred to the Bank's transit account to customers,
- Transfer of funds or provision of received funds to customers through fast money transfer systems,
- Acceptance, verification and entry of payment documents submitted by clients into "Operational Day" program,
- Acceptance and processing of utility payments, issuance of compulsory technical inspection certificates of vehicles
- Performing functions of state agencies' service offices.

REQUIRED QUALIFICATIONS

- Higher Education
- At least 1 year of work experience
- Knowledge of RA banking legislation
- Computer skills – knowledge of MS Office, LS Bank software will be an advantage
- Excellent knowledge of Armenian, English and Russian languages
- Communication and presentation skills
- Cross-selling skills
- Excellent problem-solving skills, ability to multitask
- Ability to work in an organized manner and adapt quickly to a fast-paced work environment
- Attention to detail
- Excellent team spirit
- Punctuality and sense of responsibility
- Strong work ethics

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, should send a resume to hr@idbank.am mentioning the position applied for in the subject line of the e-mail. Only short-listed candidates will be contacted.

ABOUT 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/>