

TITLE	Private manager, Private banking unit
WORKING SCHEDULE	Full time
LOCATION	c. Yerevan, RA
START DATE	ASAP
APPLICATION DEADLINE	13/10/2023
DURATION	Long term, with 3 month probation period

"ID Bank" CJSC is looking for motivated and smart team member, to join the team as a private manager within the Private Banking Unit.

JOB RESPONSIBILITIES

- Conclusion of relevant contracts with clients, termination, amendment of contracts,
- Opening, maintenance and termination of deposit accounts, including opening, termination/amendment of relevant contracts, replenishment, reduction, extension of the deposit, ensuring receipt of money by the client at the maturity, payment of interest,
- Implementation of the lending process, including accepting loan applications, processing loan application, collecting relevant information on the loan, implementing the loan extension process, providing the loan, repayment schedules, creating a loan file, updating, monitoring repayments, reminding borrowers, cashing out the loan amount and repayments implementation, collection of commissions and other fees defined by the Bank's internal legal acts within the framework of the loan extension and servicing process.
- Accepting payment card applications, providing payment cards, blocking, unblocking, reissuing, closing, card account depositing money to the card account, withdrawing money from the card account, making transfers,
- Signing, terminating, changing individual safe box rental agreements, provide customer service related to the safe boxes (accompanying customer, etc.),
- Provision of remote control systems to customers, signing, termination, modification of relevant contracts,
- Providing customers with references, account statements, copies of payment documents and other documents regarding their accounts,
- Sale of bonds,
- Implementation of functions of service offices of state bodies,
- Signing insurance contracts, issuing certificates to clients,
- Provision of appropriate advice/information regarding the services provided by the Bank to the clients,
- Making transfers within the territory of the Republic of Armenia and outside the territory of the Republic of Armenia through bank accounts,

- Management of customer accounts, including depositing cash into the account, withdrawing cash from the account, making transfers within the territory of the Republic of Armenia and/or outside the territory of the Republic of Armenia,
- Collection of commissions and other fees defined by internal legal acts of the bank,
- Purchase and sale of cash and non-cash foreign currency, exchange of old currency coins.
- Making transfers without opening bank account in the territory of the Republic of Armenia and outside the territory of the Republic of Armenia, provision of funds transferred to the transit account of the Bank to clients.
- Transfer of funds or providing received funds to customers through fast money transfer systems.
- Receiving, checking and entering payment documents submitted by clients into the "Operational Day" system.

REQUIRED QUALIFICATIONS

- Higher technical education,
- At least 1 year of work experience,
- Knowledge of RA banking legislation,
- Computer knowledge, knowledge of MS Office, LS Bank will be a plus,
- Excellent knowledge of Armenian, English and Russian languages
- Communication and presentation skills,
- Cross-selling skills,
- Ability to solve problems quickly and efficiently, ability to multitask,
- Ability to quickly respond to changes,
- Attention to details,
- Ability to solve problems quickly and effectively,
- Ability to work effectively in a team,
- Punctuality and sense of responsibility,
- Knowledge and application of business ethics norms.

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 qualifies them for this position, should send filled in application form attached to this announcement to: hr@idbank.am mentioning the position applying 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/>