



POSITION	PR Specialist
TERM	Full time
LOCATION	Yerevan, RA
START DATE	As soon as possible
APPLICATION DEADLINE	13/10/23
DURATION	Indefinite

“IDBank” CJSC is looking for a PR specialist, who will be responsible for the fulfillment of the duties listed below.

JOB RESPONSIBILITIES

- Write, edit, and translate press releases, materials, messages, and frequently asked questions for the Bank’s website;
- Edit and modify information bulletins posted on the website, as well as ensure their trilingual compliance;
- Keep track of the news for discussions and articles regarding the Bank and its competitors;
- Assist in the organization of public relations activities aimed at maintaining the Bank’s image;
- Prepare and organize letters within the framework of the Bank's internal correspondence;
- Edit, coordinate cooperation agreements, following up on the approval process.

REQUIRED QUALIFICATIONS

- Higher education in linguistics, philology or a related discipline;
- At least 1 year of experience as a content creator, editor, translator;
- Computer skills;
- Excellent knowledge of Armenian, English and Russian languages;
- Communication skills and teamwork ability;
- Organizational skills;
- Effective work organization and time management skills;
- Ability to solve tasks quickly and efficiently;
- Ability to multitask;
- Ability to work in a stressful situation and under tight deadlines;
- Punctuality and sense of responsibility;

- Knowledge and commitment to business 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 the filled in application form attached to this announcement 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 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/>