

TITLE	Chief Specialist of the Business Process Management Unit
TERM	Full-time
LOCATION	Yerevan, RA
START DATE	ASAP
APPLICATION DEADLINE	09/12/22
DURATION	Indefinite

## JOB DESCRIPTION

"ID Bank" CJSC is looking for a team member who is ready to introduce new approaches to banking product services and business processes architecture, who will be responsible for performing the following duties:

## JOB RESPONSIBILITIES

- Inventory of business processes related to products and services, mapping and submission of proposals for their improvement,
- Inventory of post operation service business processes, mapping and development of proposals for their optimization,
- Study of processes and submission of proposals within the framework of projects aimed at digitization of business processes.

## REQUIRED QUALIFICATIONS

- Higher education
- Business process projection experience
- Project management experience, PMP certification will be an advantage
- Banking experience will be an advantage
- Knowledge of banking processes, products and services
- Knowledge of banking legislation
- Computer literacy: MS office (Word, Excel, Power Point, LSoft)
- Experience with LSoft will be an advantage
- Excellent knowledge of Armenian and Russian languages, **good** knowledge of English
- Communication skills and teamwork ability
- Effective workflow management and time management skills
- Excellent problem-solving skills
- Punctuality and sense of responsibility
- Knowledge and commitment to principles of 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 the filled-in application form attached to this announcement to: [hr@idbank.am](mailto: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/>