



POSITION	Procurement Specialist
TERM	Full time
LOCATION	Yerevan, RA
START DATE	ASAP
APPLICATION DEADLINE	13/10/2023
DURATION	Long term, with a three-month probation period

"ID Bank" CJSC is looking for an accomplished and motivated candidate, who will join its team as a Procurement Specialist.

JOB RESPONSIBILITIES

- Establishes and maintains relations with supplier companies,
- Organizes purchase orders for goods and services,
- Is responsible and accountable for the entire procurement process, ensuring correct and transparent application of procurement policies and guidelines,
- Performs contract validation,
- Analyses and monitors the Supplier market,
- Establishes and maintains relations with supplier companies,
- Develops requests and proposals for the purchase of goods and services,
- Orders designs of seals, lead seals and stamps,
- Creates and maintains a register of issuance and destruction of seals, lead seals and stamps,
- Compiles and submits for approval the current year's Budget of the Head Office and branches,
- Performs other functions as requested by immediate supervisor,
- Other functions defined by internal legal acts of the Bank.

REQUIRED QUALIFICATIONS

- Higher education
- Minimum of 1 year working experience will be considered as an advantage
- Knowledge of banking legislation
- Knowledge of Armenian, Russian and English languages
- Communication skills
- Punctuality and sense of responsibility
- Effective time management skills
- Excellent problem solving skills, ability to multitask
- Ability to work in a fast-paced environment
- Attention to detail
- Ability to work effectively in a team
- Strong work ethics
- Analytical skills
- Ability to make quick and effective decisions

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 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/>