

POSITION	Specialist of General legal consultation unit
LOCATION	Yerevan, RA
START DATE	ASAP
APPLICATION DEADLINE	09/12/2022
DURATION	Indefinite

"IDBank" CJSC is looking for a motivated and smart team member who will be responsible for performing the following job duties:

JOB RESPONSIBILITIES

- Participates in the preparation and development of sample forms of contracts,
- Participates in the legal expertise of acts drawn up by other subdivisions of the Bank,
- Participates in the legal expertise of documents submitted by organizations cooperating with the Bank,
- Drafts legal conclusions,
- Examines and provides a legal opinion to the relevant subdivision regarding the responses to the clients' requests submitted to the financial system mediator,
- Provides legal advice to all subdivisions of the Bank,
- Examines loan packages,
- Shares the knowledge and skills gained from seminars and trainings with other employees,
- Ensuring the reliability of the information and reports provided,
- Submission of reports defined by internal legal and individual acts of the bank and/or required by the immediate supervisor,
- Performs the completion of other tasks given by the head of the Legal Division or the immediate supervisor,
- Control and maintenance of other operations and requirements defined by internal legal acts of the bank.

REQUIRED QUALIFICATIONS

- Higher legal education
- At least 1 year of professional work experience
- Knowledge of banking activities, banking products and services,
- Knowledge of RA legislation, including Banking legislation
- Computer knowledge
- Knowledge of English and Russian languages
- Communication skills
- Analytical skills
- Ability to ensure performance indicators
- Organizational skills and effective time management
- Ability to share experience and knowledge to mentor a new employee
- Ability to work remotely effectively
- Ability to effectively work remotely
- Ability to solve problems quickly and efficiently

- Attention to details/ability to work with a tight schedule
- Ability to work effectively in a team
- Punctuality and a 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 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/>