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| POSITION | Coordinator of Committees |
| TERM | Full time |
| LOCATION | Yerevan, RA |
| START DATE | As soon as possible |
| OPENING DATE | 28/11/2022 |
| APPLICATION DEADLINE | 09/12/2022 |
| DURATION | Permanent with 3 months of probation period |

"IDBank" CJSC is looking for an experienced, motivated and qualified candidate who will be responsible for the fulfillment of the duties listed below.

JOB RESPONSIBILITIES

- Organization of the Bank's Shareholders' Meeting, Council meetings,
- Organization of meetings of the committees attached to the Council of the Bank,
- Compilation of agendas, notices, minutes of the meetings of the above-mentioned collegiate authorities,
- Collection of materials required to be submitted within the framework of the relevant meetings, verification of completeness and compliance with the required format within the defined timeframe,
- Fulfillment of the instructions of the Chairman of the Council and the Chairman of the Management Board in terms of the Bank's corporate management.

REQUIRED QUALIFICATIONS

- Higher education,
- Excellent knowledge of Armenian, Russian and English languages,
- Communication skills,
- Analytical skills,
- Ability to ensure performance indicators,
- Knowledge of RA banking legislation,
- Computer knowledge,
- Ability to work independently,
- Attention to details, ability to multitask,
- Punctuality and sense of responsibility,
- Organizational and effective time management skills,
- Ability to work effectively in a team,
- 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 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/>