

POSITION	Lead Specialist of Accounts and Credits Post-Operational Service unit
LOCATION	Yerevan, RA
START DATE	ASAP
APPLICATION DEADLINE	09/12/2022
DURATION	Indefinite

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

JOB RESPONSIBILITIES

- Provision of correspondence to the requesting party regarding transfers of clients served within the framework of a social package,
- Changing the balance accounts of the bank employees and parties affiliated to them,
- Maintenance of developer accounts,
- Implementation of corrections of wrong transactions performed by the branches of the bank,
- Inputting preferential tariffs defined for clients,
- Preparation and sending of responses to certain letters and applications sent by banks and clients,
- Renewal of deposits in terms of contracts with a special note on automatic renewal, except for deposits of clients marked as VIP in the System,
- Collection of commission fees from clients' accounts /on the basis of reports/,
- Preparation of responses to inquiries made by lawyers, bankruptcy managers,
- Repayment of loan obligations of clients as a result of the sale of properties transferred to the bank, implementation of appropriate corrections and termination of pledges in the System,
- Processing of concessions of loan obligations,
- Implementation of processing operations related to the repayment of relevant obligations after the sale of the gold pledged in the bank, repayment of pledges, submission of a report on loan repayments and balances,
- Implementation of appropriate processing operations in the System based on court decisions,
- Implementation of appropriate corrections of data on deceased clients, freezing of accounts,
- Implementation of processing operations in the system based on the decisions of the relevant competent authorities on the management of problematic assets,
- Implementation of other functions defined by internal legal acts of the bank.

REQUIRED QUALIFICATIONS

- Higher economic education
- 1 year of work experience
- Computer knowledge
- Proficiency in languages
- Communication skills
- Ability to solve problems in a quick and efficient manner, ability to multitask
- Ability to respond quickly to changes
- Attention to details
- 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/>