



POSITION	Sales Support Specialist
WORK SCHEDULE	Full time
WORK LOCATION	Yerevan, RA
START DATE	As soon as possible
ANNOUNCEMENT LAUNCH DATE	13/08/2025
ANNOUNCEMENT DEADLINE	13/09/2025
CONTRACT TERM	Unlimited: with 3-month probation period

"ID Bank" CJSC is looking for an experienced and motivated candidate to fill the position of the Sales Support Specialist who shall be responsible for performing the following duties:

SCOPE OF WORK

- Organization of events aimed at increasing the sales of products/banking services to individual customers of the Bank,
- Assistance in work with already existing customers,
- Implementation of sales-oriented tools and organization of events,
- Participation in the process of formation and creation of partnerships,
- Organization of events aimed at strengthening and expanding cooperation,
- Organization and control of the card ordering process within the payroll project,
- Coordination with other units,
- Collection and verification of documents,
- Compilation and submission of reports.

QUALIFICATION REQUIREMENTS

- Higher Education,
- Work experience in the banking system will be an advantage,
- Knowledge of banking activity, banking products and services,
- Knowledge of banking legislation,
- Sufficient knowledge of marketing,
- Good knowledge of MS Office software package, especially PowerPoint,
- Initiative and independent thinking,
- Excellent knowledge of Armenian and Russian languages, good knowledge of English,
- Communication skills,
- Organizational skills,
- Ability to solve problems quickly and efficiently,
- Ability to work effectively in a team,
- Punctuality and sense of responsibility.

ADDITIONAL INFORMATION

After the successful completion of the probation period, the Bank offers its employees a wide package of privileges, in particular, medical insurance, a flexible reward system, a corporate package for using the services of sports clubs, banking services on preferential terms, etc.

HOW TO APPLY

All interested candidates who meet the requirements above and are confident that their background and experience qualify them for this position and you are interested in joining the ID Bank team you follow the link <https://idbank.bamboohr.com/careers/172> : Only short-listed candidates will be contacted.

ABOUT THE COMPANY

"ID Bank" was founded in 1990 under the name "Anelik Bank", and from June 4, 2018, the Bank was renamed into "ID Bank".

ID Bank's mission is to be the Bank of first choice for customers as the best innovative Bank, providing customers with up-to-date digital solutions with an individual approach. For more information about the Bank, you can visit the Bank's official website <https://www.idbank.am/>.