



POSITION	Card Product Coordinator
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 to join its team as a Card Product Coordinator, who will perform the responsibilities listed below:

JOB RESPONSIBILITIES

- Ensure that assigned products meet policy and development objectives.
- Conduct post-inspection of assigned products, monitor the product lifecycle, and report to the direct supervisor on a regular basis on the results of the work done.
- Research external and internal changes, gather and analyze feedback from sales divisions, and, if necessary, submit innovative ideas.
- Negotiate with international partners on the implementation of new projects (including international payment systems).
- Evaluate the effectiveness of the introduced changes.
- Manage activities for the creation, implementation, and enhancement of assigned products.
- Draft business proposals and submit them to the relevant management bodies of the Bank.
- Conduct workshops and seminars designed for internal use, as necessary
- Plan events to increase sales of products and banking services intended for individuals.
- Coordinate efforts for the creation, implementation, and extension of assigned products.
- Ensure tariff and product condition compliance in materials released by the Bank.

REQUIRED QUALIFICATIONS

- Higher education
- At least 5 years of experience in a similar field
- Knowledge of banking activities, banking products, and services
- Knowledge of banking legislation
- Proficient knowledge of project management methods, international rules, finance, and marketing
- Excellent knowledge of Armenian, English, and Russian
- Computer literacy: proficient knowledge of the MS Office software package, in particular, Excel and PowerPoint
- Communication skills
- Punctuality and sense of responsibility
- Discretion
- Organizational and time management skills
- Effective problem-solving skills, ability to multitask

- Ability to work in a fast-paced environment
- Ability to prioritize tasks
- Flexibility, commitment
- Attention to detail
- Excellent team spirit
- Compliance with work ethics

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/>