

POSITION	Financial institutions division Leading Specialist
TERM	Full time
LOCATION	Yerevan, RA
START DATE	ASAP
OPENING DATE	22/08/2025
APPLICATION DEADLINE	05/09/2025
DURATION	Indefinite, with a 3-month probation period

"ID Bank" CJSC is looking for a motivated and well-rounded candidate to fill the position of Financial institutions division Leading Specialist, who will perform the responsibilities listed below:

#### JOB RESPONSIBILITIES

- Study services and conditions offered by potential correspondent banks to establish correspondent banking relations, provide rationale for establishment of correspondent relations, negotiate, coordinate the process of opening of correspondent accounts.
- Organize database records of existing correspondent banks, submit analyses and proposals outlining the development of a network of correspondent banks, as well as the necessity to open new correspondent accounts or close the existing ones.
- Establish relations and coordinate cooperation with international and local donor organizations (foundations) providing credit financing, collect and submit necessary information/documents to the relevant departments/partner organizations of the Bank;
- Coordinate filling out of questionnaires/ inquiry forms received from partner banks and/or international financial institutions, organize and coordinate the collection of necessary information and documents.
- Organize and coordinate operations on documentary letters of credit, bank guarantees and trade finance, provide professional advice to corporate clients.
- Negotiate the terms and conditions of trade finance transactions with partner banks and/or international financial institutions.
- Prepare draft documentary letters of credit, bank guarantees, verify submitted packages of documentation in accordance with the provisions of common international regulations.
- Organize training and education programs for employees and clients of the Bank on international banking and documentary operations – prepare information materials, organize the training process.
- Act as the accredited responsible person for the creation, verification and modification of messages in the appropriate format in the SWIFT system with regard to documentary operations (letter of credit, guarantee) and interbank relations.
- Contribute to tariff determination for the Bank services related to documentary operations, loro accounts and international transfers.

- Draft internal legal acts regulating documentary letters of credit, bank guarantees, trade finance operations, opening, maintenance and closure of correspondent accounts, as well as other functions defined by the Bank's internal legal acts.

## REQUIRED QUALIFICATIONS

- Higher education
- 2 years of work experience the financial and banking sector, specifically, in the field of trade finance and/or correspondent relations, would be a plus
- Knowledge of Armenian, English, Russian languages/ knowledge of other languages is also desirable/ fluency in foreign languages
- Computer literacy
- Knowledge of banking products and services, knowledge of the legislation and legal acts of the Republic of Armenia on banking activities
- Professional knowledge base necessary for the efficient operation of the department, specifically, familiarity with the rules of the International Chamber of Commerce (ICC), knowledge of the SWIFT system would be a plus
- Excellent verbal and written communication skills, negotiation skills
- Analytical and creative thinking
- Lateral thinking
- Organizational skills
- Excellent problem-solving skills
- Effective teamwork ability
- Punctuality and sense of responsibility
- Demonstration and commitment to business 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 and you are interested in joining the ID Bank team you follow the link <https://idbank.bamboohr.com/careers/123> . 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://idbank.am/>

