



FINCA®

Methodology and Quality Control Specialist

MAIN RESPONSIBILITIES:

- Study, analyze and improve the company's business processes,
- Work with documents, review the company's acting internal legal acts and make recommendations for their improvement,
- Form documents describing and regulating the Company's operations in line with the accepted standards,
- Study documents to discover any possible risks and contradictions or discrepancies between different documents,
- Recommend new standards for the legal acts – document structure, essence, contents, formulation, design, appearance, etc,
- Support the staff in the implementation and application of the new business processes in the company,
- Form business process maps,
- Support the department manager in the organization of the daily activities related to the department.

APPLICATION DEADLINE: May 20, 2018

MAIN REQUIREMENTS:

- Higher education, preferably in financial, banking or other relevant fields
- Knowledge of the legislation regulating the activities of credit organizations is preferred,
- Willingness and ability to form, format, design, develop, write, and study documents,
- Ability to work with a diverse variety of documents,
- Advanced communication skills (written and oral),
- Ability to do teamwork,
- Analytical mindset,
- Time management skills and ability to complete tasks independently and in short deadlines,
- Good knowledge of MS Word, MS Excel, MS Power Point, Outlook, knowledge of MS Project and Visio is desired,
- Excellent knowledge of Armenian (written and oral),
- Good knowledge of English (in particular, free command of writing skills), sufficient knowledge of Russian (written and oral).

APPLICATION PROCEDURES:

If you are interested in this vacancy and meet the requirements for this position, please e-mail your CV to hr@finca.am. Please specify the subject line of your email as “Methodology and Quality Control Specialist - name and surname.”