

COMPANY: Ameriabank CJSC

DEPARTMENT: Staff, Administrative and Economic Service

JOB TITLE: Contract Manager

LOCATION: Yerevan, Armenia

EMPLOYMENT DETAILS

- Highly competitive package of benefits
- Full time position, open-ended employment contract; start date: ASAP
- Career growth and development opportunities

JOB DESCRIPTION: the incumbent will be responsible for follow up and implementation of contract preparation, flow and execution process.

DUTIES AND RESPONSIBILITIES

- Prepare model and other contracts and covenants in accordance with the Bank's current procedure
- Agree documents with the vendor and the units in charge of the process in accordance with the current procedure
- Monitor the performance of contractual obligations (deadlines and other special terms and conditions) by the Bank and the contractors under procurement contracts, keep an electronic register of contracts
- Coordinate the work of the document flow officer and contract managers
- Draft purchase contracts, financial/settlement documents, etc., based on templates circulated in the bank
- Make reasonable recommendations to the procurement specialist on amendment or termination of effective contracts
- Monitor circulation of financial/settlement documents and contracts within the bank and follow up on the delivery of intended number of original copies of contracts to the counterparties
- Participate in the contract-related negotiations with the vendors selected through tenders
- Participate personally in check of correspondence of the products/services to be bought to their description as specified in the contract or approved by the bank's interested units
- Provide assistance at negotiations, agreement preparation, maintenance and execution stages

MAIN REQUIREMENTS

- University degree
- Excellent command of Armenian, English and Russian
- At least 3 years of experience in a relevant field
- Proficiency in Microsoft Office
- Stress tolerance and attention to detail
- Ability to meet deadlines and work in an efficient manner
- Team player skills

REMUNERATION: competitive Package of benefits for Ameriabank employees, including annual bonus, insurance, preferential terms for banking services, training and development opportunities, individual professional development plan, etc.

APPLICATION PROCEDURE: all interested and qualified candidates are welcome to complete the application form, attach the CV (optional) and email it to hr.adm@ameriabank.am. *Please indicate the position title in the subject field of your message.*

Opening date:

Closing date: