

“ARMENIA” INTERNATIONAL AIRPORTS” CJSC

Post Title: Purchase department administrative assistant

Working Conditions: Permanent, with a three-month probation period

Workplace: Zvartnots International Airport

Social Benefits: Free transportation service for the staff, medical insurance (including family members)

Job Purpose: Provide administrative work of the area.

Main activities and responsibilities:

- Control written documentation of the department,
- Receive purchase requests from areas of the company,
- Organize and realize procurement/provision of the purchase items/services approved by the management of the company,
- Inform corresponding area and direct supervisor about the procurement/provision taken place,
- Organize and realize importation of goods and provision of necessary documentation for customs clearance.

REQUIRED QUALIFICATIONS:

- Higher education,
- Computer skills,
- Knowledge of English language,
- Ability to work under pressure.

APPLICATION PROCEDURES: All interested candidates who meet the requirements for the position are kindly requested to submit their CVs to: hrselection@aia-zvartnots.aero . The subject line of the message should have the title “**Purchase department administrative assistant**”.