“ARMENIA” INTERNATIONAL AIRPORTS” CJSC

Post Title: HR Accountant

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: make calculations, provide payments

Main activities and responsibilities:

- Perform the salary and equal payments calculation,
- Check medical certificates, vacation memorandums, received from the areas, calculate and prepare for payment,
- Follow the process of execution of court decisions and perform the comply with the requirements of the decision,
- Perform the analysis of operation of the human resources department and the results thereof, prepare the reports and present to the management,
- Provide the functions established by the State Revenue Committee of Armenia (income tax reports preparation, database update and other necessary functions),
- Follow the documentation of the unit.

REQUIRED QUALIFICATIONS:

- Higher education in the specialized field,
- Working experience in the specialized field,
- Excellent knowledge of MS Excel,
- Knowledge of English and Russian languages,
- Knowledge of Access and Armsoft is preferable.
- 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 **“HR Accountant".**