

## **“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](mailto:hrselection@aia-zvartnots.aero) . The subject line of the message should have the title **“Accountant”**.