

“ARMENIA” INTERNATIONAL AIRPORTS” CJSC

Post Title: Translator in Correspondence & Logistics department

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

Workplace: Zvartnots International Airport

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

Job Purpose: Organize the receipt and delivery of the Company letters, and perform translations of documents necessary for smooth operation of the Company

Main activities and responsibilities:

- Perform English-Armenian-Russian translations of various documents, contracts, regulations, laws, legal acts, government decisions, financial statements, construction projects, letters and other materials related to aviation, maintaining the exact literal and semantic meaning of the terms and definitions.
- Perform high-quality translations in a timely manner and ensure their mailing to relevant departments.
- Organize the receipt and delivery of the Company letters, including through the "Express Mail" service.
- Coordinate logistics operations related to the Correspondence and Logistics Department (consistency with deadlines of insurance contracts, coordination of the requests addressed to the Department's drivers, management of the corporate package of the Company's mobile phone numbers, etc.).
- Timely and accurately fulfill the assignments of the immediate superior (management).
- Perform other functions arising from the position.

REQUIRED QUALIFICATIONS:

- Higher education in the field of foreign languages (English) or translation
- At least 3 years of professional work experience
- Excellent written and oral communication skills in Armenian, English, Russian
- Computer literacy
- Time management skills
- Problem-solving and decision-making skills
- Ability to work in a team
- Work experience in clerical field is a plus.

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 **"Translator"**.