

“ARMENIA” INTERNATIONAL AIRPORTS” CJSC

Post Title: HR Accountant/ArmSoft administrator

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: Implementation of HR software: processing and importing data of the program's personnel and payroll module databases, ensuring the program's continuous operation, updates, and maintenance as a system administrator/make calculations, provide payments.

Main activities and responsibilities:

- Implementation of HR software: processing and importing data of the program's personnel and payroll module databases, ensuring the program's continuous operation, updates, and maintenance as a system administrator.
- Ensure the development of guidelines related to ArmSoft updates and the organization of training sessions on software updates.
- Perform the salary and equal payments calculation,
- Perform the analysis of operation of the human resources department and the results thereof, prepare the reports and present to the management,
- 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,
- 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:

- Excellent knowledge of ArmSoft,
- Higher education in the specialized field,
- Excellent knowledge of MS Excel,
- Working experience in the specialized field,
- Knowledge of English and Russian languages,
- 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/ArmSoft administrator”**.