



Leading specialist of Payment Cards Department

Obligations:

- Interaction with the Visa/MasterCard international payment systems (IPS), banks-participants of IPS, Processing Center (PC) in issues of claim works on operations using the banking cards;
- Filling-in and sending the forms of quarter and monthly forms to IPS;
- Controlling the payment of accounts submitted by PC, comparing the acts on the IPS services;
- Opening and filling-in the documents and implementation of these projects;
- Calculation of economic efficiency of application of the new card products;
- Analysis of business processes and development of requirements for automation of processes;
- Development and submission of technical tasks for the software developers on card products;
- Accompanying the bank's internal normative documents regulating issuance and service of plastic cards.

Requirements:

- High education;
- At least 2-year experience of interaction with IPS, banks-participants of IPS and Processing Center in issues of claim works and preparation of reports;
- Knowledge of Russian, Azeri and English (sufficient for intercourse with IPS) languages;
- Analytic turn of mind, purposefulness, responsibility, desire of learning and acquiring new knowledge;
- Knowing the personal computer in the level of experienced user;
- Communicability and skill of working in team.

Preferences:

- Knowledge of structured requests language (SQL);
- Skill of writing macros.

Interested candidates are requested to send their resume (CV) to cv@accessbank.az. Please indicate the job title in the subject line!