



Weekly Newsletter on Career and Academic Opportunities

September 12, 2014

The US-Educated Azerbaijani Alumni Association,
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- 1 Career Opportunities
- 2 Internship Programs
- 3 Academic Opportunities

“Make sure you do not miss interesting happenings by joining our newsletter”.

CAREER OPPORTUNITIES

- Various vacancies at Germes Engineering
- Various vacancies at Bakcell
- Management Trainee (Marketing) at British American Tobacco
- Career exhibition at Baku Expo Center
- Various vacancies at ADA University
- Vacancy at Claus Marsh Pharm

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INTERNSHIP PROGRAMS

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ACADEMIC OPPORTUNITIES

- Education Exhibition

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CAREER OPPORTUNITIES

Germes Engineering



Position: Administrative Assistant

Main tasks and responsibilities:

- Provide general administrative and clerical support;
- Organization of the work of vehicles at plant site;
- Fuel supply of all the vehicles;
- Preparation of weekly and monthly reports about the number of kilometres travelled by the vehicles and the fuel consumption;
- Issue a route sheets for rented vehicles, organize the work of rented vehicles, prepare the statements and work schedules corresponding to the number of actual working days and submit to account department at the end of each month;
- Organization of works related with cleaning and repair-rehabilitation of office located at the plant site;
- Organization of orders for the purchase of required goods;
- Organization of water and power supply of security posts;
- Rent of apartments for employees in settlements located in close proximity to plant site;
- Organization of lunch for employees and supervision;
- Coordination of the service provided by catering company, verification of the list of personnel provided with lunch;
- Acceptance and verification of goods ordered for the office located at plant site as per the list;
- Maintain related files and documents;
- Other duties and responsibilities assigned by the management;

Requirements

Knowledge and Education

- Have professional level working knowledge of Azeri and intermediate level of English
- Must have good Microsoft Office knowledge
- University degree

Skills:

- Must be able to handle a multitude of tasks in an intense, ever-changing environment while remaining calm and collective;
- Self-motivation and the ability to take initiatives;
- Very effective organizational skills;
- Ability to respond effectively to the inquires or complaints;
- Excellent interpersonal skills;

- Able to work as part of a team;
- Attention to detail and high level of accuracy;
- Excellent reporting skills;
- At least 2 years of relevant working experiences;

Interested applicants please submit your application with CV in English and photograph to germescenter@inbox.ru and indicate the name of the position you are applying for in the subject line of the email.

Deadline: 30.09.2014

Position: Site Manager (Construction Project)
Salary: 1000-1500 (AZN) NET & more (Depends of Candidate)

Requirements:

Degree in Construction/Mechanical Engineering

Experience 3+

Languages: Russian, Azeri, English

Key skills

- good communication skills
- problem solving skills
- commercial awareness
- motivational
- team working skills

Site Manager must prepare sites prior to the commencement of construction work (to set out the site and organize facilities), to plan projects and ensure that they meet agreed specifications, budgets and/or timescales and to oversee building work.

- liaising with clients and reporting progress, professional staff (such as architects and surveyors) and the public
- supervising contracted staff
- meeting subcontractors
- making safety inspections and ensuring construction and site safety
- checking and preparing site reports, designs and drawings
- maintaining quality control procedures
- motivating the workforce
- problem solving
- using specialist construction management computer applications

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Deadline: 30.09.2014

Position: Mechanical Engineer (Oil and Gas Project)
Salary: 1500-2000 AZN (NET) Depends of Candidate

Requirements:

Experience: 5 years +

Educational

Qualification: Bachelor's / Master's Degree in Mechanical Engineering

Skills: (Mechanical)

Languages: English (perfect), Russian (perfect), Azeri (perfect)

MS Office Professional.SAP/Primavera (must+)

Citizenship: Azerbaijan

- 5+ years engineering experience in consultancies related to Oil and Gas, Petrochemical and related industries for senior position.
- Experience in the design of rotating and package equipment, including centrifugal and reciprocating pumps, centrifugal and reciprocating compressors or experience in the design and engineering of static equipment
- Project execution experience in the responsibilities indicated above and good knowledge of API standards
- Knowledge of materials and welding technology is an advantage

Responsibilities

- Equipment selection and sizing, Prepare equipment requisitions, carry out vendor technical bid evaluation, carry out vendor drawing/ data review and vendor data incorporation
- Participate in the preparation of tender documentation
- Review inter-discipline drawings and documents eg. Pand IDs, equipment layout, etc.
- Co-ordinate with Clients in requisition review and approval
- Participate in Clients meetings, vendor meetings and inter-discipline meetings.
- Witness shop inspection and testing, assistance in plan erection, commissioning and start-up
- Development of Company's equipment specifications

Interested applicants please submit your application with CV in English and photograph to germescenter@inbox.ru and indicate the name of the position you are applying for in the subject line of the email.

Deadline: 30.09.2014

**Position: Civil & Structural Engineer
Estimator (Oil & Gas Project) Civil Works
Salary: from 2 000 to 3 000 AZN Depends of Candidate**

This is an opportunity for a competent and motivated Civil/Structural Engineer to join a thriving practice, providing structural design engineering services to the Group on projects, as directed by the Projects Development & Construction Director.

This role is offered on a permanent basis meaning that career progression up and across the organization will be a very real possibility.

The right candidate will have civil & structural estimating experience in the one or more of the following sectors:

- Petrochemical
- Utilities
- Oil and Gas
- Chemical Plants
- Process Plants
- Civil Engineering degree or equivalent
- Heavy civil engineering project experience, highways or structures preferred
- Strong communication skills

Your responsibilities will include but not limited to:

- Manage team of engineers
- Ensuring the project is running within the programme and within budget
- Planning and implementing section of the works
- Ensuring health, safety, environmental and quality are up to the highest standards
- Quality inspection test plans
- Liaising with the client
- Ensure works are planned, method statements signed off and risk assessment has been completed
- Undertake detailed engineering design.
- Prepare technical schedules.
- Plan and help manage CAD documentation of design work.
- Ensure service and project work are carried out within agreed deadlines and within budget.
- Ensure that appropriate service/design decisions are met.
- Ensure senior staff is kept informed of important and relevant service/design decisions and the objectives of the company and the client are achieved.

You will be working with the project bids and tender documents up to the value of 10 Million AZN.

This is a fantastic opportunity to get on board with a well established name in engineering and construction on a permanent basis meaning an exciting, secure and rewarding career for the right candidate.

Interested applicants please submit your application with CV in English and photograph to germescenter@inbox.ru and indicate the name of the position you are applying for in the subject line of the email.

Deadline: 30.09.2014

Position: Office Manager (International Company)
Salary 600-700 AZN (NET)

Requirement:

- University degree (Degree in Finance or MBA)
- Minimum 2-3 years work experience
- Ability to work in team
- Ability to work under pressure; multitasking
- Fluent in Azerbaijani(native), English Russian,
- Fluent computer skills (MS Word, Excel, PP, Internet, etc.)

Responsibilities:

- Act as assistant to country manager
- Assistance and support to country manager for all functions and responsibilities including ensuring implementation of his instructions by personnel at all level
- Review of incoming communications, understanding and assigning priorities for appropriate timely action
- Coordination and logistics of meeting room activities within the week, country team and management committee meetings; keeping minutes and reporting
- Management of travel arrangements (airlines, travel agencies, hotels accommodations, Embassies)
- Perform daily receptionist functions
- Visitors and employees support (transfer, registration, accommodation, entertainment, etc.)
- Organization of document registration, flow, storage and archiving
- Organization of normal functioning of office in accordance with local law and requirements

Interested applicants please submit your application with CV in English and photograph to germescenter@inbox.ru and indicate the name of the position you are applying for in the subject line of the email.

Deadline: 30.09.2014

Position: Technical Buyer (International Company)

Company: Construction Company

Responsibilities:

- Purchases materials, equipment. Reviews and analyzes purchase requisitions, investigates and develops sources of supplies, prepares bid specifications, issues bid requests and reviews quotations. This position requires the use of initiative and independent judgment. Duties
- Identifies and selects vendor to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date and places orders.
- Writes and distributes complex and technical bid invitations or requests for proposals; receives and analyzes bids, quotes, and proposals.
- Conduct purchasing negotiations between department and vendor, prepares
- Purchase orders for vendor and Invoices for accounting department.

Degree in Finance or MBA**Female**

Knowledge of English, Russian and Azerbaijani languages

Computer literacy (MS Word; Excel; Internet)

- Ability to understand technical materials, products, and the commodity market of industrial area.
- Skill in preparing and analyzing complex technical specifications and bids.
- Skill in both verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Ability to work in a team.

Personal requirements: Ability to work quickly and accurately. Applicant must have accuracy in working with various documents, should manage the deadlines in timeline.

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Deadline: 30.09.2014

Position: Sales Support Engineer
International Company
Salary: Depends of Candidate (min 1000 AZN (NET))

Requirements:

- Would be good that he/she has previous elevator company experience (maybe not possible due to high salary expectations but it really would be good benefit)
- Preferably BSc of Engineering degree
- Fluent English & Azeri language, oral and writing .Russian good level
- Good social skills, a good team player is needed
- AutoCAD, MS Project (or similar) proficiency
- Skills to make presentation (power point, picture text editing producing software)

Job Description:

Sales support engineer needs to be able to analyze customer tender specifications (mostly in English), define the equipment to be offered (in the beginning together with Director of MP department). Make needed cost calculations, preliminary offer drawings in bigger offers also preliminary project time schedules (with support of Project Management and installation teams), method statements and other literature supporting the offer.

To be successful in this position, person needs to have capability and desire to learn elevator and escalator technical features, to be able to discuss specifications, with clients representatives, consultants etc. in order to find best solution for customer, both in terms of performance, customer requirements and cost too. In case initial standard solutions do not meet tender requirements, Sales Support Engineer needs to be able to propose alternative solutions, and to get our proposal favorable in customer's eyes. Person need to be able to work independently too, be self-initiative and problem solver type.

Interested applicants please submit your application with CV in English and photograph to germescenter@inbox.ru and indicate the name of the position you are applying for in the subject line of the email.

Deadline 30.09.2014

British American Tobacco Group



BRITISH AMERICAN TOBACCO

Position: Management Trainee (Marketing)

Job title: Management Trainee (Marketing)

Location/City: Baku

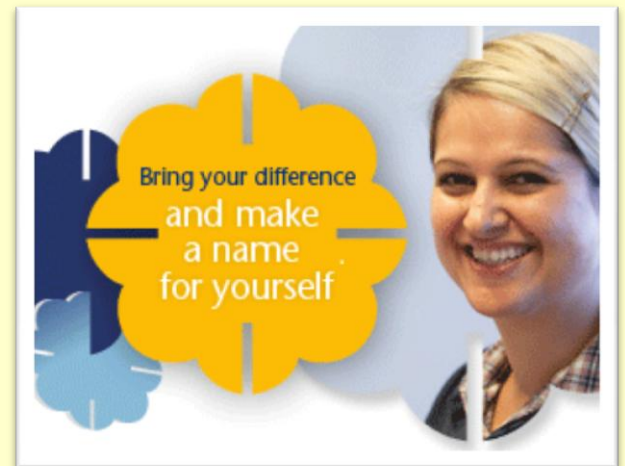
Job purpose and key deliverables: Each Management Trainee has an Individual Development Plan outlining rotations in key sub-departments of his or her main function as well as an opportunity to take part in international assignment in one of the companies of British American Tobacco Group. This experience gives full understanding of our business, helps to get valuable knowledge and build wider network with colleagues from other countries.

We offer:

- challenging tasks & projects having impact on the business;
- range of development opportunities;
- great networking & opportunity to communicate with the leadership team;
- competitive salary and other benefits;
- management role upon successful completion of the programme.

Essential requirements

- University graduate or graduating in current year (Marketing or Business Administration)
- Fluent English;
- Valid driver license;
- Advanced PC user;
- National and international mobility.



Working at BAT British American Tobacco (www.bat.com) is a market leading, global organisation with a long, established history and a bright and dynamic future. Thanks to our people we have continued to deliver growth and exceed expectations in an increasingly complex and challenging marketplace.

If you have the talent and motivation to help us succeed you'll find we are equally committed to helping you reach your full potential too.

Employing company British-American Tobacco

Website: bat-careers.com

Email: azcareer@bat.com

Bakcell



Position: Fixed Assets Accountant (Finance)

Key responsibilities

- To plan, coordinate, and implement a system for the accurate accounting, reporting, controlling, and safeguarding of the company's fixed assets
- Responsible for capitalizing all fixed assets and posting depreciation according to FA Capitalization policy
- To carry out accounting of fixed assets, verify all fixed assets each month before capitalizing and post them to appropriate ledger accounts in accordance with both US GAAP and Tax Code
- To perform reconciliations between GL/SLA and Fixed Assets Register, investigate recognized differences and make necessary adjustments
- To check CIP accounts at the end of each month, determine recent assets and capitalize CIP assets accordingly
- Assisting in establishing and implementing fixed asset policies and procedures

Work terms

Work place: Baku, Azerbaijan

Occupation: Full time

Requirements

Education: Bachelor Degree in Economics/Finance/Accounting

Work experience: 1-3 years of work experience in Finance/ Accounting area

Languages: Azeri, English

Computer skills: MS Office – Word, Excel, PowerPoint, Outlook

Find out more about vacancies at Bakcell here: <http://www.bakcell.com/az/jobs>

Deadline: 13.09.2014

Please, submit your CV to hr@bakcell.com

Position: Head of Project Management Unit (Corporate Strategy)**Key responsibilities**

- Responsible for doing detailed project design, planning, execution and monitoring for awarded projects
- Manage multiple projects and be accountable for deliverables throughout the Project Lifecycle
- Ensure alignment on projects, monitor progress of required tasks & provide direction to team members
- Act as the single point of contact for special project design, implementation, queries and other project related activities
- Identify project risks during project design and continuously track & monitor implementation related risk during the Project Life Cycle
- Manage PM team and other inter-departmental teams for projects.

Work terms

Work place: Baku, Azerbaijan

Occupation: Full time

Requirements

Education: Bachelor or Master degree in Business Administration

Work experience: 6years of work experience in relevant area

Languages: Azeri, Russian and English

Computer skills: MS Office – Word, Excel, Outlook

Find out more about vacancies at Bakcell here: <http://www.bakcell.com/az/jobs>

Deadline: 13.09.2014

Please, submit your CV to hr@bakcell.com

Position: Head of Quality Assurance Unit (New Technologies)**Key responsibilities**

- Define list of actions needed to be done for improving Service Quality KPIs as well as Network KPIs
- Ensure daily follow-up, benchmarking, reporting, troubleshooting and escalation of network quality degradations
- Benchmark, report and troubleshoot reasons of service quality degradation at worse performing clusters, administrative regions or global regions
- Drive tests and on-site quality verification
- VIP client complain handling, service quality assurance, troubleshooting and solving
- Preparation of network performance and quality improvement plans Co-ordinate and perform network quality improvement actions with peer companies
- Network Traffic growth plans impact analyses to network quality
- Evaluate, test and implement features that can improve network quality
- Co-ordination of new technologies assessment, testing and implementation that can improve network quality
- Co-ordinate network rollout, trials and global parameters change actions with peer companies
- Analyze impact of changes and take actions to minimize network disturbances

Work terms

Work place: Baku, Azerbaijan

Occupation: Full time

Requirements

Education: Master Degree in Telecommunication or Information Technologies

Work experience: 6 years experience in GSM/UMTS network planning and operations
Languages: Azeri, Russian and English

Computer skills: MS Office (Word, Excel, Power Point, Outlook)

Find out more about vacancies at Bakcell here: <http://www.bakcell.com/az/jobs>

Deadline: 13.09.2014

Please, submit your CV to hr@bakcell.com

Position: Pre-sales Engineer (Corporate Sales)**Key responsibilities**

- To manage all technical oriented commercial projects initiated by Sales area
- To fulfill the pre-sales plan presented by management
- Follow up sales contracts in order to be sure all technical issues are covered
- Timely answering to all technical requests of clients
- Sales representatives and direct management
- To provide reports regarding weekly and monthly activities

Work terms

Work place: Baku, Azerbaijan

Occupation: Full time

Requirements

Education: Bachelor Degree

Work experience: 2 years experience in technical area

Languages: Azeri, English and Russian

Computer skills: MS Office-Word, Excel, Outlook

Find out more about vacancies at Bakcell here: <http://www.bakcell.com/az/jobs>

Deadline: 13.09.2014

Please, submit your CV to hr@bakcell.com

Position: Senior Revenue Assurance Specialist (Finance)**Key responsibilities**

- Lead performance of control procedures over revenue streams to guarantee timely
- Complete and correct charging of the services provided
- Control processes over cost streams
- Control coordination of revenue assurance activities between departments
- Perform analysis, research and process documentation
- Define system/process requirements necessary to control and resolve revenue leakage /opportunities
- Accomplish other tasks given by management

Work terms

Work place: Baku, Azerbaijan

Occupation: Full time

Requirements

Education: Bachelor degree in Finance and other relevant areas

Work experience: 2 years experience

Languages: Azeri, Russian and English

Computer skills: MS Office-Word, Excel, Outlook, SQL (Oracle /Microsoft)

Find out more about vacancies at Bakcell here: <http://www.bakcell.com/az/jobs>

Deadline: 13.09.2014

Please, submit your CV to hr@bakcell.com

Career Exhibition



About Event The Career Exhibition is a unique event of its kind in Azerbaijan and dedicated platform that exclusively targets national graduates by offering them job opportunities and effectively practicing professional communication with recruiters from a broad spectrum of companies.

Web page: <http://www.career.iteca.az/>

Join us on Facebook: <https://www.facebook.com/CareerAzerbaijan?ref=hl>

10-12th October at Baku Expo Center

ADA University



Position: Receptionist

Position Summary

The Receptionist will be responsible for operating ADA University switchboard and operating multi-line telephone system to answer incoming calls, direct callers to appropriate personnel and complete a variety of administrative duties.

Responsibilities

- Operate switchboard in an efficient and timely manner;
- Relay incoming and outgoing calls in a courteous, professional, and efficient manner;
- Answer routine caller inquiries and refers to proper department, takes messages only when appropriate;
- Greet and register all visitors and direct them to the proper department or person;
- Liaise with other building receptionists and FM personnel to co-ordinate arrivals of VIP's and other important guests;
- Liaise with transport and parking supervisor to ensure visitor parking and in-house driver bookings are effectively coordinated;
- Book taxis for visitors when requested;
- Keep switchboard area clean and neat at all times.
- Such other duties as may be assigned.

Requirements

- Minimum of 1-2 years experience in a similar role;
- Working on a University campus or similar environment;
- Experience of working in a team environment;
- Computer skills;
- Communication Skills both oral and written;
- Customer focused;
- Knowledge of English, Azeri languages and Russian is an asset;
- Although the office days/time is Monday to Friday 9am to 6pm (min of 40hrs/week), additional time and weekend working will be required in order to successfully fulfill the role.

Interested candidates are requested to submit, preferably in Word or PDF format, attached to an e-mail message: (1) a letter of interest specifying particular suitability for the position, when available and minimum expected salary (in AZN), (2) a current resume and (3) the names, email and business addresses of at least 3 references.

Send materials via e-mail to recruitment@ada.edu.az specifying the Job Title in the subject line. Only shortlisted candidates will be contacted. **The cut-off date for application is September 18, 2014.**

ADA University offers a competitive remuneration package and attractive conditions of employment of high standard. For more information about ADA University, please visit www.ada.edu.az.

Position: Help Desk Specialist

Position Summary

The Help Desk Specialist role is a key position in Customer Services function of the department. The main purpose of the role is to support students, faculty, and staff on ADA computer applications and platforms, troubleshoot problems and advise on the appropriate action.

Responsibilities

- Respond to requests for assistance in person, via phone, e-mail, and/or IT Help Desk platform (SAP CRM);
- Diagnose and resolve technical hardware and software issues ;
- Research questions using available information resources;
- Advise students, faculty and staff on appropriate action;
- Log all help desk interactions;
- Redirect problems to appropriate resource. If necessary, identify and escalate situations requiring urgent attention;
- Track and route problems and requests and document resolutions;
- Prepare activity reports;
- Stay up-to-date with system information, changes and upgrades;
- Coordination with the System Administration and Software team members with regards to the capacity plans of the new systems.

Required Qualifications

- Minimum of 1 year experience in a similar role;
- Working knowledge of fundamental operations of relevant software, hardware and other equipment;
- Experience of working in a team environment;
- Experience with Microsoft Windows and Apple Macintosh systems;
- Oral and written communication skills;
- Customer service orientation;
- Problem analysis and problem-solving;
- Attention to detail;
- Stress tolerance.

Interested candidates are requested to submit, preferably in Word or PDF format, attached to an e-mail message: (1) a letter of interest specifying particular suitability for the position, when available and minimum expected salary (in AZN), (2) a current resume and (3) the names, email and business addresses of at least 3 references.

Send materials via e-mail to recruitment@ada.edu.az specifying the Job Title in the subject line. Only shortlisted candidates will be contacted. **The cut-off date for application is September 22, 2014.** ADA University offers a competitive remuneration package and attractive conditions of employment of high standard. For more information about ADA University, please visit www.ada.edu.az

Claus Marsh Pharm



The largest international pharmaceutical company "Claus Marsh" has been operating for several years in the pharmaceutical market, we are engaged in the promotion and distribution of products is constantly having to have more than 5000 kinds of medications needed to maintain health. Claus Marsh Pharm was awarded a certificate of merit in trading high of U.S. Department of Commerce in Azerbaijan. (UK. Headquarters "Claus Marsh" in London)

Salary: 500-600 man+ bonuses

Responsibility

- Logistics activities
- Negotiations c producers
- Ability to travel abroad
- Higher education
- Fluency in Azeri, Russian and English languages
- Competent speech and writing
- Gender does not matter
- Honesty and Responsibility
- Logical Thinking
- Diversifying
- Experience of working on advertising sales
- Knowledge of software: Microsoft Office (Word, Excel Outlook) Internet explorer
- Directing CV: Please send your CV with photo to the specified mail and select "BD executive"

Requirements

- Research new products
- Conducts studies of the main factors shaping the dynamics of consumer demand for products , the supply and demand for similar types of products, technical and other consumer qualities of competing products
- Conducts market research related to the study of market segmentation , pricing and analysis of consumer preferences , forecast sales and distribution channels , the opening of new markets , competitors' activities
- Creation of the organization and implementation of the marketing policy
- Current market analysis and the use of new marketing policy
- Ability to provide services and products
- Work schedule 09:00-18:00 , Saturdays 10:00-17:00
- Wages discussed individually with the successful candidate
- Parking a car with driver
- Schedule from 09:00 to 18:00 , 6 day work schedule 1 hour lunch break
- Day off: Sundays, holidays
- Provides career advancement prospects . We are interested in developing their employees

Place of work: **Address:** Kutkashenly 507-511 bldg. Altes Plaza, Tower B, floor 20

Contact person: Ramil. A. **E-mail:** hr@clausmarsh.com

ACADEMIC OPPORTUNITIES

Education Exhibition



About event: A single event in the field of education organized on the government level and supported by the Ministry of Education of the Republic of Azerbaijan will open on the 10th of October at the Baku Expo Centre. More than 100 higher educational institutions are expected you at the Education exhibition!

Website: <http://www.education.iteca.az/>

Join us on Facebook: <https://www.facebook.com/EducationAzerbaijan>

October 10 at Baku Expo Center