



Weekly Newsletter on Career and Academic Opportunities

August 15, 2014

The US-Educated Azerbaijani Alumni Association,
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CAREER OPPORTUNITIES

- Various vacancies at Coca-Cola Azerbaijan
- Various vacancies at Germes Engineering
- Various vacancies at BP Azerbaijan
- Various vacancies at Bakcell
- Management Trainee (Marketing) at British American Tobacco
- Member Services Specialist at American Chamber of Commerce in Azerbaijan (AmCham)

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INTERNSHIP PROGRAMS

- Graduate Excellence Programme, Baku 2015 Games Academy

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

ACADEMIC OPPORTUNITIES

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CAREER OPPORTUNITIES

Coca-Cola Azerbaijan



Position: Marketing Analyst

About Company:

Azerbaijan Coca-Cola Bottlers is the leading manufacturer of soft drinks in all segments that offers more than 80 products in Azerbaijan under Coca-Cola, Coca-Cola Zero, Coca-Cola Light, Fanta, Sprite, Bonaqua, Fuse Tea, Cappy and Burn brands. Coca-Cola Baku plant has been in operation since 1996 and is one of the largest investments in non-oil sector in Azerbaijan. Besides the high quality products and services, main mission of Azerbaijan Coca-Cola is to deliver 'value and happiness' to its consumers.

The Responsibilities:

- Understand brand performance as well as relevant market and competitor trends to maximize sales and profit for the business
- Support for managing the Operating Plans of the brand/s, thereby helping deliver the volume objectives.
- Work closely with the sales team and ensure that customer level inputs delivered in time.
- Provide support for marketing events and exhibitions
- To ensure projects are launched within the agreed deadlines
- Support sales and marketing teams in selling in new product/brand concepts to retailers and engaging trading teams
- Basic understanding of production and packaging to understand constraints and opportunities

The Requirements:

- University degree (Economics or Management)
- FMCG Background
- Knowledge of MS Office programs at a high level.
- Good command of English
- Ability to think and write creatively to ensure consistency at all brand touch points Ability to juggle priorities and handle additional



responsibilities as required and assigned

- Knowledge of budget management
- Basic understanding of production and packaging to understand constraints and opportunities
- Ability to multi task and prioritize tasks
- Ability to work autonomously or as a part of a team

How to apply: To be considered for internship opportunity, please email your resume to hr@cci.com.az with reference “**Marketing Analyst**” (indicate the area you are interested in) in the email subject line.

Deadline: 07.09.2014

Position: Sales Representative

About Company:

Azerbaijan Coca-Cola Bottlers is the leading manufacturer of soft drinks in all segments that offers more than 80 products in Azerbaijan under Coca-Cola, Coca-Cola Zero, Coca-Cola Light, Fanta, Sprite, Bonaqua, Fuse Tea, Cappy and Burn brands. Coca-Cola Baku plant has been in operation since 1996 and is one of the largest investments in non-oil sector in Azerbaijan. Besides the high quality products and services, main mission of Azerbaijan Coca-Cola is to deliver ‘value and happiness’ to its consumers.

Major Responsibilities of the Position:

- Work for bigger market share, volume, availability and implement necessary actions
- Realize individually assigned sales targets
- Building strong relation with customers and effectively dealing with problems
- Increasing number of customers in designated area
- Following activities of different companies in FMCG sector
- Merchandising at the point of sales
- Control of ACCB assets at the sales points

General Requirements:

- University degree
- Command of spoken English
- Driving License B Category
- Ability to represent an international brand
- Have objectives as promotion and career in sales
- Male candidates should have completed their military service
- Female candidates are strongly encouraged to apply
- Analytical, creative and strategic minded with good follow-up capacity

How to apply: To be considered for internship opportunity, please email your resume to hr@cci.com.az with reference “**Sales Representative**” (indicate the area you are interested in) in the email subject line.

Deadline: 07.09.2014

Germes Engineering



Position: Sales Engineer–International Engineering Company
Salary: 800 -1200AZN (NET) depends of Candidate +bonuses
(Available only for candidates with Engineering Degree)

Job Description

1. Purpose

Salesperson's role is to proactively manage customer relationships, manage opportunities from current and new customers and close deals professionally in a way that maximizes COMPANY order book and profitability.

2. Responsibilities and key activities

This section includes the responsibilities and key activities that the Salesperson is either accountable for, or responsible to execute.

Responsibilities and key activities

Customer relationship management

- Proactively develops and creates customer relationships in his/her area of responsibility
- Accountable for developing COMPANY position in his/her customer base or market area
- Creates and communicates leads and sales opportunities for entire COMPANY sales team (e.g. cross-selling)
- Ensures customer satisfaction and solving complaints with the rest of COMPANY team
- Documents the customer and contact information, maintains customer data
- Sell
- Accountable for leads, opportunities, orders and contracts to meet the sales budget and pricing targets
- Validates that the contents of the order received from the customer are in line with the negotiation process outcome, including terms and conditions, quality and safety
- Accountable for hand-over to installation, maintenance and/or engineering with complete and correct information
- Maintains full information of opportunities, tasks and visits.
- Timely and accurate reporting
- Supporting the finance function in money collection.

3. Performance measures

- Performance measures
- Orders/contracts received (NEB, TRB, FRB), units, value and price (profitability / discounts from target price) vs. budgeted targets
- Maintenance portfolio in SEB (LIS, DIS, EIS in units and value)

- Value of sales funnel and opportunity-to-order hit rate
- Customer visits, customer facing time
- Customer feedback, customer satisfaction and loyalty (net promoter index)
- Accuracy of reports
- Development of customer portfolio
- Contribution to team result (sharing leads, opportunities, working in account teams)

4. Competence profile

4.1 Behavioral competences

Collaboration

- Quickly develops positive relationships with others
- Shares information to promote mutually beneficial relationships
- Builds trust in their relationships with others over the long-term
- Working in team

Salesperson - Role Description

Attention to procedures and guidelines (General COMPANY Competencies)

- Willingness to accept and follow instructions and advice

Customer focus

- Focuses on activities and quality standards that ensure customer satisfaction
- Understands and meets customer needs
- Takes personal responsibility for customer issues and ensures follow through
- Identifies and pursues opportunities to improve customer service

Information seeking

- Identifies gaps in existing information and seeks out further detail
- Actively seeks out all relevant information
- Utilizes all available resources to obtain information
- Asks the right questions to obtain the information desired as quickly as possible

Persuasiveness

- Uses compelling arguments to convince others
- Employs a range of strategies to influence others
- Anticipates objection to an argument or idea and effectively deals with these

Drive and persistence

- Consistently strives to meet goals and objectives
- Maintains a positive approach in the face of setbacks and failure
- Shows determination and drive to overcome obstacles and problems

Organizing and prioritizing

- Approaches tasks in a systematic manner
- Organizes and manages their time effectively
- Organizes the information and resources required to complete projects
- Prioritizes tasks and projects according to their importance and obtains clarification where necessary

4.2 Professional requirements

- Mastering customer contacts, presentations and negotiations, closing deals, tendering process, after sales activities, basic knowledge of contractual and financial terms.

4.3 Entry-level requirements

- Basic level of English, IT literate
- Basic level of commercial / technical training

4.4 COMPANY specific issues – always need to be trained

- COMPANY products and solutions and their benefits for different customer segments, understanding
- different customer needs
- COMPANY customer management models, sell process, S-plan
- Knowledge relevant to sales area: mod / NEB / maintenance
- Salesforce.com, tendering and ordering tools

5. Document Application

This document summarizes the key responsibilities of Salesperson.

This document is applicable to Salesperson in businesses across all the

Business Lines and reference organization structures unless otherwise stated.

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

Deadline 15.08.2014

Position: Office Manager (International Company)

Salary: 600-700 AZN (NET)

Requirement: Female

Age: 24-35

- 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 15.08.2014

Position: Technical Bayer
Salary: 1200-1500 AZN (NET)
Construction Project

Requirement: Female

Age: 24-35

- Degree in Finance or MBA
- 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.

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.

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 15.08.2014

Position: Sales Manager
Salary: 1000 -2000 AZN (NET) depends of qualification

Requirement:

- University degree, preferably in Construction Engineering/MBA
- 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.

Responsibilities:

- Develop and maintain productive working relationships with assigned Commercial Contractor customers, at all levels of their organizations
- Plan and implement sales strategies to maximize market share and margin; motivate contractors to prefer COMPANY over the competition
- Company rate cross-selling leads and make it easier to do business with Industrial Solutions
- Identify and track upcoming sales opportunities and influence customer specifications to favor COMPANY
- Conduct technical presentations to create preference for COMPANY
- Provide training, joint sales calls and applications support
- Introduce new products to existing customer base and identify Company customers
- Meet or exceed assigned volume and margin measurements
- Perform take-offs and develop cost effective proposals from project plans and specs and negotiate and secure project orders
- Understand market pricing and create and maintain secondary pricing agreements with key accounts
- Provide market feedback, competitive intellect Company and hit-rate information to business and sales leadership
- Track sales leads, wins and losses in CRM system; perform analysis on hit-rate data
- Create customer marketing programs (training) to promote COMPANY products and services
- Mine construction data (bid board) to identify key trends in marketplace and new product needs
- Identify new customers and create customer profiles to understand COMPANY 's position
- Participate in industry and local construction organizations to build relationships
- Process post-sales service cases and billing inquires in a timely manner
- Collects feedbacks on technical specifications from current customer base
- Communicates new technologies, products and solutions to a current and prospective customers
- Give consultancy to the customers to solve specific problems
- Assures delivery of the products test results to customers on time
- Investigate and participates to the solution of customer complaints

- Tests new and current products, controls results and necessary specifications.
- Organizes tests of competitor's products. Analyses results.
- Constantly research new products, technologies and solutions in global building materials industry
- Acquires new customers.

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

Deadline 15.08.2014

BP Azerbaijan



Job Title: HSE Manager

About BP

Our business is the exploration, production, refining, trading and distribution of energy. This is what we do, and we do it on a truly global scale. With a workforce of 80,000 employees, BP operates with business activities and customers in more than 80 countries across six continents. Every day, we serve millions of customers around the world. We are continually looking for talented, committed and ambitious people to help us shape the face of energy for the future.

Key accountabilities

- Work with Project Leadership and line management to develop risk strategies and tactics to identify, assess and mitigate HSE risks;
- Coach and challenge line management in support of delivery of project HSE and safety goals and targets;
- Coordinate all BP HSE related activities and support the delivery teams by providing technical inputs for satisfying regulatory compliance requirements and meeting BP Group requirements;
- Manage the reporting of all HSE incidents, track project HSE performance and make recommendations to improve performance whenever necessary;
- Engage contractors and effectively communicate BP HSE expectations and provide input into the contractor safety leadership forum;
- Verify that the fabrication & construction Contractors are executing work in conformance to BP Requirements;
- Maintain incident response capability for incident investigation and incident reporting and verify quality of incident investigations resulting in corrective actions;
- Develop a budget for the HSE team and ensure that HSE team activities are conducted within the constraints of the budget;
- Ensure that appropriate HSE resources are available to support project fabrication, construction,

marine and onshore export pipeline activities across SD2 scope specific sites;

- Recommend HSE organizational structures, positions, deployment, promotions, ratings and development across SD2 project and GPO HSE;
- Promote organizational learning and continuous improvement.

Essential Education

- Degree in Engineering, Science or HSE

Essential experience and job requirements

- Over 15 years experience in HSE with major projects.
- Proven team leader of large distributed organizations.
- Proven track record of strong safety leadership (culture and systems).
- Strong interpersonal, communication (oral and written), engagement, team-working and influence skills.
- Proven ability to develop clear plans when dealing with complex and uncertain situations.
- Good understanding of regulatory requirements and how to incorporate into an overall safety management system.
- Self-motivated, with capability to work with minimum supervision and accustomed to being in positions of responsibility and accountability; proactive; able to work well under sustained pressure and have the ability and desire to take the lead on project HSSE issues.

For more additional info please visit:

https://careers.bpglobal.com/2057/ASP/TG/cim_jobdetail.asp?SID=^gAEC2VmFJkGR0tojl7/zcf69SorpQCs_slp_rhc_lf1SGbNjmP99vrPsOViFUtCHTI4CrjCF&jobId=66815&type=search&JobReqLang=140&recordst art=1&JobSiteId=5012&JobSiteInfo=66815_5012&GQId=2006

Removal Date

16-Aug-2014

Job Title: Process Engineer

About BP

Our business is the exploration, production, refining, trading and distribution of energy. This is what we do, and we do it on a truly global scale. With a workforce of 80,000 employees, BP operates with business activities and customers in more than 80 countries across six continents. Every day, we serve millions of customers around the world. We are continually looking for talented, committed and ambitious people to help us shape the face of energy for the future.

Key accountabilities

Process Engineers in Area Teams' responsibilities may include some or all of the following:

- Provide day-to-day discipline technical support to site/installation. Respond to formal technical queries.
- Lead improvements in plant reliability and optimisation
- Steward key engineering technical documents. Responsible for managing updates/revisions.
- Support Risk Management Process, chair risk assessment meetings.

Process Engineers in Discipline Engineering Teams' responsibilities may include some or all of the following:

- Provide specialized discipline design and operating support to other teams such as Area Teams and Projects and Modifications
- Cross Region Discipline engineering in support of technical standards, and priority projects
- Conduct Root Cause Failure Analysis and defect elimination across region

- Identify process safety risks
- Review engineering work-packs for construction activities.
- Provide discipline engineering expertise to incident investigation

Essential Education

At least a Bachelor's degree in Process, Chemical engineering or in relevant engineering discipline.

Essential experience and job requirements

- 3+ years technical work experience in chemical or petrochemical industry, including engineering design or operations functions
- Holds expertise in process simulation and other models
- Practical experience in Engineering design for oil/gas industry and pipelines.
- Experience in the applicable of industry codes and standards
- Strong health, safety and environmental focus and commitment
- Azerbaijani citizenship is required.

For more additional info please visit:

https://careers.bpglobal.com/2057/ASP/TG/cim_jobdetail.asp?SID=^FizSMfN_slp_rhc_t1iCGEuyntH08yIWS_S0Nyzt2IQrvxbqXVu/CAoMwobxqBUiV50mSVHnW&jobId=67165&type=search&JobReqLang=140&reco_rdstart=1&JobSiteId=5012&JobSiteInfo=67165_5012&GQId=2006

Removal Date

24-Aug-2014

Job Title: Corrosion Engineer**About BP**

Our business is the exploration, production, refining, trading and distribution of energy. This is what we do, and we do it on a truly global scale. With a workforce of 80,000 employees, BP operates with business activities and customers in more than 80 countries across six continents. Every day, we serve millions of customers around the world. We are continually looking for talented, committed and ambitious people to help us shape the face of energy for the future.

Key accountabilities

Corrosion Engineers in Discipline Engineering Teams' responsibilities may include some or all of the following:

- Provide discipline engineering resource in support of Projects, IM, Area Engineering Support Team (AEST) and Turn-around (TAR) activities including specialist input into design reviews.
- Own discipline engineering strategy (efficient business delivery / manpower planning / resource allocation / technology / R&D development)
- Provide review / verification to complex engineering work-packs
- Provide discipline engineering expertise to incident investigation
- Review Corrosion Risk Assessment, Risk Based assessment, Root Caused Failure Assessment conducted in the Region
- Provide discipline engineering support to Life-of-Field work within the region
- Provide discipline engineering support to delivery of Area performance standards
- Analyze corrosion monitoring, inspection and mitigation data for all systems and recommend appropriate corrosion prevention strategies
- Support development of the specifications and standards (site technical practices) for the Region for corrosion monitoring and mitigation, materials selection and corrosion inhibitor programs
- Perform weekly corrosion monitoring exception process

- Develop and sustain close working relationships with operations and corrosion control execution team

Essential Education

At least a Bachelor's degree or equivalent in Corrosion, Material, Metallurgy, Chemical engineering or Electrochemistry.

Essential experience and job requirements

- 3+ year practical experience in Engineering

Experience in oil/gas industry and pipelines.

- Understanding of applicable industry codes
- Strong health, safety and environmental focus and commitment
- Azerbaijani citizenship is required

For more additional info please visit:

https://careers.bpglobal.com/2057/ASP/TG/cim_jobdetail.asp?SID=^JvCPxpzZWREsxBa0Zlo3lOWSeqyVhu10lRi6glbdDYphdrs7vjKVbf9j/44Hc1l&jobId=67161&type=search&JobReqLang=140&recordstart=1&JobSiteId=5012&JobSiteInfo=67161_5012&GQId=2006

Removal Date

24-Aug-2014

Find out more about vacancies at BP here:

https://careers.bpglobal.com/2057/ASP/TG/cim_searchresults.asp?PartnerId=25078&SiteId=5012&Function=LinkQuery&LinkId=416

British American Tobacco Group



BRITISH AMERICAN TOBACCO

Position: Management Trainee (Marketing)

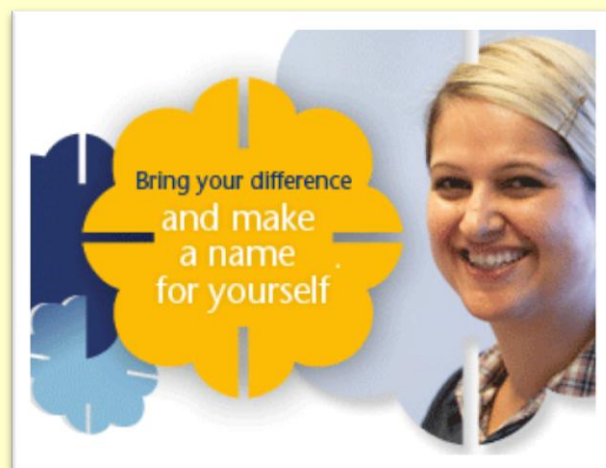
Job title: Management Trainee (Marketing)

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

American Chamber of Commerce



Position: Member Services Specialist

Employment Package:

Monthly salary: 800-1000 AZN (Gross)

Paid annual vacation (25 or 30 calendar days)

Medical Insurance for self

Working place: Baku city, AmCham office

The working hours in the office: 9.00 to 18.00 including 1 hour lunch break

Working hours: 40 per week

Holiday entitlement: according Azerbaijan regulations

Main Requirements:

Fluent English, Russian and Azeri

Accurate

Strong communication, sales and presentation skills

Must be goal oriented, responsible, flexible and creative under pressure

Proficient in Microsoft Office suite (Outlook, Word, Excel, Power Point)

Job Description:

Member inquiries

- Promotion of AmCham's availability to take inquiries
- Correspondence with member companies on the requested inquiries
- Analysis & research/handling the inquiry
- Creation of inquiry database
- Conduction of member satisfaction surveys

E-AmCham

- Constant Update of the database
- Promotion of the online system to members
- Collection of information and newsletter
- Software maintenance

AmCham Annual Salary Survey

- Organization of regular meetings with HR managers
- Adaptation of the questionnaire to members' requirements
- Recruitment of participants
- Correspondence with participants
- Management of content and queries
- Presenting the final report in accordance with time frames

Benefit Review and other surveys as requested

- Same as Salary Survey

New Member recruitment

- Identification & positioning
- Meeting/briefing on membership benefits
- Assisting with online application
- Follow up and induction

AmCham monthly members' luncheons

- Assisting colleagues in the management of the event

AmCham Black & White Ball

- Assisting colleagues in fundraising, guesting and PR

AmCham Independence Day Picnic

- Assisting colleagues in fundraising, guesting and PR

AmCham Cocktails and Mixers

- Assisting colleagues in the management of the event

Duty Station: Azerbaijan

Deadline: 2014-08-22

Please send your resume to the following e-mail with subject title "**Member Services**":

finance@amchamaz.org

INTERNSHIP PROGRAMS

Baku 2015 Games Academy



Graduate Excellence Programme

The Baku 2015 Games Academy is an innovative and impactful learning programme which has been developed to assist in building the skills and knowledge required to deliver the Games and leave a lasting capability legacy in Azerbaijan.

BEGOC team members will benefit from the Games Academy through Flexible Learning Pathways, allowing people to access traditional classroom training, video tutorials and self-study materials at an appropriate pace. 199 people will also participate in the innovative Graduate Excellence Programme, specifically designed to help realise the potential of university graduates with no previous work experience.

The Games Academy is an initiative led by BEGOC and the Azerbaijan Youth Foundation and is endorsed by the European Olympic Committees.

Graduate Excellence Programme 2

Purpose

The Graduate Excellence Programme is a competitive graduate development programme, benchmarked against leading corporate organisations in Europe. It provides an innovative learning framework to build skills and knowledge to help participants in roles to deliver the Baku 2015 European Games and prepare for a long-term career managing challenging projects, in sport or other fields. BEGOC is looking for talented and motivated people who graduated between 2011 and 2014 to join the Graduate Excellence Programme. The programme will have two intakes starting between September and October 2014. Participants will complete the programme in July 2015. **Applications close 1 August.**

Key accountabilities

This programme will include three weeks of intensive training delivered by a faculty of experts covering core knowledge in delivering a multi-sport event and large, complex project; key skills and behaviours for success. Participants will be given real responsibility from day one, gaining hands-on, practical experience in planning the Games and with roles at test events and Games time. There will also be opportunities for learning through experiencing other major sports events. Participants will be coached and mentored by experienced team members, including international experts in a variety of specialist fields so that learning continues “on the job”. Regular training sessions and project work will continue before the start of their Games time role.

Knowledge, experience and qualifications required

- Upper Intermediate English language
- Graduated between 2011 – 2014 from any local or International university

- Degree in any discipline
- Please upload the following documents to submit your application.
- A copy of your degree that you graduated in 2011, 2012, 2013 or an official letter from your university if you graduate in 2014.
- An essay (maximum 250 words). Your essay should include: a brief self-description your interests/hobbies/extra-curricular activities or achievements internships/projects and experience outside your country of origin or in an international environment your interest in joining Baku 2015 European Games Operation Committee
- A proof of Upper intermediate English language level

Please review attached Graduate Excellence Programme Application Guide before submitting your application.