

Project Assistant

ORGANIZATION: Innovative Development Foundation (IDF)

IDF's mission is to promote the innovative development in Armenia in the areas of culture, tourism, art, science, heritage preservation, urban and infrastructure development.

PROJECT: Ditaran Immersive Dome project envisages the creation of an innovative high technology immersive venue that will present multi-media projection shows in Dilijan, Tavush region. It is being implemented by Innovative Development Foundation within EU4Business "Innovative Tourism and Technology Development for Armenia" project.

START DATE: ASAP

LOCATION: Dilijan

REPORTS TO: Dilijan Venue Manager

JOB DESCRIPTION:

We are looking for Project Assistant with excellent organizational and project coordination skills.

JOB RESPONSIBILITIES:

- Provide administrative and project support to the Dilijan Venue Manager;
- Prepare daily/monthly and ad hoc operational reports on Ditaran visitor flow and sales;
- Handle customer enquiries and order placements;
- Perform other duties as required.

REQUIRED QUALIFICATIONS:

- Bachelor degree, preferably in Social Sciences;
- Proficiency in MS Office;
- Working knowledge of Armenian, English and Russian both oral and written;
- Result oriented with the ability to multi-task and work cross-functionally;
- Demonstrated initiative, tact and high sense of responsibility and discretion, ability for structural thinking, result orientation.

APPLICATION PROCEDURE:

All interested candidates are kindly requested to submit their CVs by e-mail to info@idfhimnadram.org. Please indicate the title of the position "Project Assistant" in the subject line of your e-mail. IDF is grateful to all interested applicants; however, only shortlisted candidates will be contacted for the interview.

APPLICATION DEADLINE: March 07, 2022