



AGRI EUROPE CYPRUS LTD, as a parent financial holding company, consolidates bank assets of our Group, thus representing the leading financial holding company in the region that consists of the following recognised financial institutions operating in the territory of Southeast Europe: Gorenjska Banka, AIK Banka, Eurobank Direktna, M&V Investments and GB Leasing.

Our Group operates with a clear focus to meet the unique financial needs of all clients. It is a growth-oriented full-service financial institution serving businesses and individuals across SEE region, through extensive branch network. The Group is pursuing growth in a responsible and sustainable manner, fostering social and economic well-being in the places where we live, work, and give back. As the sound financial institution, dedicated towards sustainable growth and development, by sharing good practice, knowledge, and experience and with rational strategic investments, we are focused on further enlargement of our presence and strengthening of our position within regional market and Europe.

To enable us to support our significant growth, our office is currently looking for a motivated and experienced candidate for a position:

Process and Organization Specialist

Job description - key points:

- Establishing governance structure for ongoing process management
- Defining roles and responsibilities for process owners and stakeholders, ensuring accountability for process adherence
- Documenting end-to-end processes through detailed process maps, standard operating procedures, and process narratives
- Maintaining a centralized catalogue of processes and related internal controls
- Leading organizational design efforts to ensure optimal structures that support business goals
- Provide guidance on change management initiatives to facilitate smooth transitions during periods of organizational change
- Establishing and maintaining a centralized database of internal acts, policies, and procedures, ensuring data integrity and accuracy
- Distribution of valid internal documents upon adoption and publishing them on Intranet portal
- Developing and implementing reporting mechanisms to track and report on the implementation of Group rules across Subsidiaries
- Developing and implementing initiatives to promote an innovation culture within the Group, monitoring its implementation in Subsidiaries
- Participating in projects or other activities across the Group within its area of professional expertise
- Administrating internal documents database (policies, procedures, and other enactments)
- Reporting on regularly basis on its activities to the superior

Educational & Technical skills requirements:

- University degree or higher; business administration, management, organizational or similar background
- Minimum 3 years of experience in organization, processes, or similar area
- Certifications in respective work area are preferred
- Advanced Excel user
- Advanced communication skills
- Good organizational competences
- Knowledge of the banking process is preferred
- Fluent in English

Location: Belgrade, Serbia or Ljubljana, Slovenia

If you are interested in this opportunity, please apply, and send your CV in English on e-mail: HR_office@agrieuropa.com.cy.

AEC Group reserves the right to contact selected candidates.