

**OPEN TO:** All Interested Candidates

**POSITION:** Baku Employee Association (BEA) Manager

**OPENING DATE:** August 25, 2014

**CLOSING DATE:** September 25, 2014

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** 4-6 manat/hour (gross salary), depending on experience (or 693-1040 manat/month, gross salary)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The employee association (BEA) at the US Embassy in Baku is seeking an individual for the position of Manager.

#### **BASIC FUNCTION OF POSITION**

The position serves as the Manager for the BEA. The position oversees the operations of the BEA stores in the Embassy and at the Landmark Building, the operation of the Embassy cafeteria, interaction with BEA vendors and contractors, as well as running other association duties. The Manager is also responsible for maintaining store inventory, keeping up-to-date accounting records, and providing regular financial reports to the BEA Board of Directors.

A copy of the complete position description listing all duties and responsibilities is below. If you have additional questions, please contact Lex Stanger, BEA President, at 488 3300 ext 3600 or StangerLU@state.gov or Larry Schneck, BEA Treasurer, at 488 3300 ext 3664 or SchneckLA@state.gov

The Manager is charged with the day-to-day operations of BEA business activities. This includes fiduciary responsibilities, vendor and contractor oversight, and business development.

- Manage day-to-day operations of BEA.
- Report to the BEA Board on the status of BEA operations to include financial performance, services rendered, activities and events, staffing, operational issues and concerns, vendor relations, customer relations, and other aspects.
- Prepare monthly, quarterly bi-annual and yearly financial statements.
- Maintain weekly inventory records for the Association stores at the Embassy as well as the Landmark Building.
- Perform periodic audits of financial records.

- Prepare and submit required reports to Commissary and Recreation (CR), the BEA Board, and the auditor, as needed.
- Promote BEA products and services to BEA membership and to other qualified potential customers.
- Work with the BEA Board on the planning of operational changes and enhancements, activities, and programs.
- Provide authoritative staff-level guidance and assistance on a variety of operations, issues, and activities.
- Participate in the formulation and review of policies and procedures.
- Work with local vendors, suppliers, and contractors to develop additional services for BEA members, enhance quality of goods purchased and services received, and reduce costs of goods sold.
- Perform the coordination, planning and execution of BEA fundraising events.
- Perform other duties as identified by the BEA Board.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Either a Business or Accounting degree, or at least two years of experience in small business management.
2. Fluency in English, as well as Azerbaijani or Russian.
3. Working knowledge of QuickBooks small business accounting software.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. A resume (CV)
2. A brief cover letter describing interest in position and relevant experience
3. A list of references

## **SUBMIT APPLICATION TO**

BEA President, Lex Stanger  
 Address: 111 Azadlig Prospecty,  
 Baku AZ1007, Azerbaijan

Or electronic copies: Lex Stanger  
E-mail: [StangerLU@state.gov](mailto:StangerLU@state.gov)