

# JOB OPENING

**NAME: DATA RESEARCH AND  
PROJECT MANAGEMENT INTERN**

**LOCATION: YEREVAN, ARMENIA**

## ABOUT POLIXIS

This is a great time to join our company! Headquartered in Geneva, Switzerland, Polixis is a leading Swiss firm specialized in RegTech Solutions for banking & financial sector offering unparalleled deep data and automation solutions.

## JOB DESCRIPTION

Polixis is looking for a Data Research and Project Management Intern to join its Yerevan team. The ideal candidate has a strong background in social sciences, experience in data research as well as leadership skills. He/she is backed with strong analytical skills, discipline, attention to detail, and is open to challenges. Project Management Intern will be working closely with our IT team and assist the management in formulating IT tasks, performing data analysis and following up on the implementation of tasks.

The internship duration is 6 months. It may lead to a full-time job offer depending on the person's skills and job performance. Please note that this job cannot be combined with other internships or positions..

## JOB RESPONSIBILITIES

- Conduct research on various business registries and regulatory lists;
- Work closely with the management on formulation of tasks for the Java Developers;
- Perform data analysis, helping the developers to make sense of the data from the social science perspective;
- Follow up on the successful completion of formulated tasks, making sure they meet the set deadlines;
- Help with management duties and oversight;
- Data review and QA;
- Communicating issues clearly and confidently;
- Other duties as assigned.

## REQUIRED QUALIFICATIONS

- Bachelor's Degree in Political Science, Finance, Economics, International Relations, Oriental Studies, Law;
- Cultural, political and regulatory familiarity with a particular Region (MENA, LATAM, Europe, CIS, Asia);
- Fluency in English and any other language;
- Computer literacy - excellent knowledge of Microsoft office, and desirably experience in project management softwares;
- Experience in leading projects independently.

## KEY SKILLS

- Team player, Detail-oriented;
- Strong communication and Leadership skills;
- Critical Thinking and Strong Analytical skills;
- Problem-solving, Multitasking, Flexible.

## BENEFITS

- Full health care coverage;
- Competitive salary;
- Creative and cozy office at the center of Yerevan;
- Flexible vacation and day-off policy.

## SALARY

From 150000 AMD gross

## HOW TO APPLY

Interested candidates are welcome to send their CVs, to [jobs2@polixis.com](mailto:jobs2@polixis.com). Please indicate "**Data Research and Project Management Intern**" in the Subject of the e-mail.