

Portonovi Resort Management Company, owned by Azmont Investments, will operate Portonovi Resort aiming to redefine standards within Montenegro and across the entire Mediterranean region. The high-end Portonovi Resort will have a character of a long-established Montenegrin setting overlooking the entrance to the stunning Boka Bay. Striving to be inspiringly different, Portonovi will offer unique residential and investment opportunities.

At Portonovi Resort Management Company, we are proud to present our growing Resort and Montenegro to guests from all over the world. The mission of Portonovi is to treat its most important associates, guests and colleagues, with respect and through collective hard work and a friendly environment to deliver the highest quality service to all.

Portonovi Resort Management Company is looking for a **Receptionist at Sales Discovery Center.**

Apply now and join us on our journey to bringing Portonovi Resort to life!

#### **Responsibilities**

- Greet and welcome visitors in polite manner
- Answer telephone enquiries, attend to visitors and assist other office staff
- Sort and distribute incoming mail to areas and dispatch outgoing mail
- Operate a range of office machines such as photocopiers, computers and faxes
- File papers and documents
- Schedule and coordinate meetings
- Order and manage inventory of office material
- Perform other duties as assigned

#### **Education and previous experience**

- University degree (Tourism/ other Social studies )
- 1 + years of experience in similar position is an advantage

#### **Preferred competencies**

- Organizational skills and capable of comprehending detailed documents.
- Responsible and customer oriented
- Excellent communication and interpersonal skills
- Knowledge of Microsoft Office package
- Excellent knowledge of English language

If you consider yourself the right person and your professional background matches the vacant position, please send us your CV and motivation letter to [career@portonovi.com](mailto:career@portonovi.com).

For further information, please visit [www.azmont.com](http://www.azmont.com).

Application deadline: May 25 2018

Dare to be different and join the Portonovi family!