

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 **Commercial Letting Manager**

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

Commercial Letting Manager

Responsibilities

- Responsible for management of commercial properties, including day-to-day operations, accounting, tenant relations, maintenance and repair, security, janitorial services and landscaping.
- Should handle tenant complaints and service requests, and must be familiar with the terms of tenant leases;
- Understand and communicate the overall retail strategy and priorities to existing and potential tenants;
- Fully understand and follow retail lease agreements to calculate rents and utilities for permanent tenants;
- Negotiations with prospective tenants and management of existing tenants, including participation in relevant meetings and decision-making processes;
- Coordinate signing of the lease agreements with tenants;
- Communicate with clients, construction and other departments within Portonovi during the fit-out and pre-opening period to ensure smooth and timely delivery;
- Drive hand-over process for the retail units;
- Meet existing tenants on a regular basis to maintain relationships;
- Work Closely with Operations, Construction, Marketing and other departments within Portonovi to generate solutions for tenant requests and issues;
- Supervise retail reporting and analysis, interpret trends to facilitate planning;
- Collect sales reports at the beginning of each month for permanent tenants;
- Coordinate with accounting department to generate invoices;
- Disseminate invoices to permanent tenants with payment instructions and deadline; Systematically follow up on unpaid invoices to collect debt and ensure maximum collections;
- Provide weekly debt report;
- Send warning letters for delinquent debt invoices; Resolve finance related issues, which if escalating are referred to Real Estate & Business Development Director;
- Provide monthly retail sales reports and analysis and other ad hoc tasks; Liaise with finance and accounting to effectively monitor all sources of revenues and expenses;
- Create procedures for generating monthly invoices for retail tenants;
- Maintain compliance with company policies and procedures;
- Perform related duties as assigned by supervisor.

Education and previous experience

- VII education University degree qualification
- Previous property management experience;
- Accounting knowledge,
- A minimum of 3-5 years' experience in similar functions,
- Previous experience dealing with HNW individuals

Preferred competencies

- Excellent written and verbal communication skills
- Strongly customer service oriented
- Able to read and understand a financial report
- Fluent in English language (spoken and written)
- Knowledge of other languages
- Computer literate
- Capacity to create, implement and follow policies and procedure
- Exceptional attention to detail

If you consider yourself the right person and your professional background matches the vacant position, please send us your CV and references to career@portonovi.com referring on which position you are applying

For further information, please visit www.azmont.com.

Application deadline: 20th July 2018.

Dare to be different and join the Portonovi family!