

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 **Legal Manager**

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

Legal Manager

Responsibilities

- Knowledge of legal and regulatory requirements related to proposal preparations, contract negotiations
- Review, negotiate and develop provisions for Commercial Agreements, Memorandums of Understanding, Non-disclosure Agreements, Professional Services Agreements and other corporate agreements.
- Manage planning and preparation of shareholder meetings including distribution of proxy materials and related documents and filings.
- The management of document flow, ensuring the appropriate people receive the right documents in a timely fashion, and that the information in the primary file is well organized and up to date is very important.
- Provide administrative support in implementing systems, procedures, and policies, and completing sales tasks in support of compliance.
- Represent company before state agencies for licencing and other purposes.
- Organization of various legal structures (condominiums and etc.)
- Any and all other duties as assigned by the Executive Director

Education and previous experience

- University Degree or higher in Law, respectively VII education level Management experience
- A minimum of 3-5 years' experience in similar functions

Preferred competencies

- A demonstrated understanding and strong working knowledge of applicable commercial legal principles
- Leadership, management and interpersonal skills
- Strong work ethic with a commitment to ensure that all deadlines are met on time and with a high degree of quality
- Advanced understanding of contractual terms and conditions, as well as superior drafting skills and extensive experience in negotiations
- Excellent presentation and communication skills
- Fluent in English language (spoken and written)
- Proficiency with Microsoft Office, including Excel and Power Point

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!