

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 **Marketing and PR Assistant**

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

Marketing and PR Assistant

Responsibilities

- Identifies short and long term issues to address, recommending options and courses of action;
- Develops marketing plans for each product and manage implementation of the Portonovi brand;
- Maintains customer relations by organizing and developing events and ensuring Portonovi's presence at conventions, annual events, tourism associations, and seminars;
- Provides short and long term market forecasts and reports by analyzing HNW individuals and tourism travel indicators and trends;
- To determines and evaluate current and future market trends;
- To recycles existing Portonovi concepts by analyzing market development statistics;
- Maintains a market research database, schedules employees and monitor their results;
- Coordinating customer satisfaction study.
- To provide marketing information by answering homeowners' association, marina and customer experience queries;
- Prepares an annual budget and analyses discrepancies; to initiate corrective actions;
- Enhances the skills of marketing employees identifying training opportunities where required;
- Retains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Attends department meetings as required and actively participate in the Real Estate & Business Development department
- Any and all other duties as assigned by direct superior

Education and previous experience

- University degree qualification in Business Administration and/or Marketing
- A minimum of 3-5 years of experience in similar functions

Preferred competencies

- Fluent in English language (spoken and written)
- Knowledge of other languages
- Computer literate

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 of July 2018.

Dare to be different and join the Portonovi family!