

CAREER OPPORTUNITY ANNOUNCEMENT

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
PERSONAL ASSISTANT TO EXECUTIVE DIRECTOR
Staff needed: 1

Join us on our journey to bringing Portonovi Resort to life!

Your responsibilities on this position:

- Work scheduling;
- Taking dictation and minutes;
- Producing reports and presentations;
- Screening phone calls, enquiries and request, and handling them when needed;
- Dealing with incoming emails, faxes and post, often corresponding on behalf of the manager;
- Liaising with clients, suppliers and other staff;
- All other duties as assigned by Executive Director and General Manager or person authorized by them.

Skills and experience you need for this role:

- IV level of education/qualification or higher;
- Fluency in English language (spoken and written);
- Computer proficiency knowledge in MS Office package (Word, Excel, ppt.);
- Experience in administration is an advantage

You want to apply?

If the above is what matches with your profile and you are strongly motivated to be part of our Team, please send us your CV and references to career@portonovi.com referring on which position you are applying.