

CAREER OPPORTUNITY ANNOUNCEMENT

Azmont Investments is a Montenegro based company committed to apply its most adequate resources to achieve its mission: to create an efficient and sustainable investment portfolio focusing on accountability, environmental sustainability and corporate social responsibility.

Azmont Investments is an investor, with clear vision and ambition to be a world class company that is bringing to life an exclusive world-class mixed-use lifestyle resort as Portonovi is.

Azmont Investments is looking for **PORTONOVI RESORT EVENT COORDINATOR**

Staff needed: 1

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

Your responsibilities on this position:

- Production of events and experiences that enhance the Portonovi story. This includes acting as a liaison for internal and external events and experiences;
- Constantly research and identify opportunities for events within the Resort or with aim to promote Resort
- Coordination between venue management, caterers, stand designers, contractors and equipment hire;
- Communication with various agencies to help execution of the set and approved plans;
- Creation detailed event proposals (e.g. timelines, venues, suppliers, legal obligations, arrange needed hiring and budgets);
- Book suitable venues / locations / providers;
- To ensure that all runs smoothly on the day of the event (i.e. coordinating with suppliers, handling customer queries, etc.);
- To supervise the conclusion of the event / experience and clearing of the venue;
- To perform a post-event evaluation (including data entry and analysis and producing reports for event stakeholders);
- Other tasks under the order of immediate supervisor

Skills and experience you need for this role:

- Minimum 3 - 5 years of experience in event management is required.
- Previous experience on jobs with similar responsibilities.
- Preferable international experience and/or work with international companies.
- Previous experience in dealing with HNW individuals;
- Fluent in English language (spoken and written);
- Ability to manage a budgets and project planning processes;
- Proven organizational and personal interface skills
- Computer literate
- Knowledge of other languages is a plus

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@azmont.com** referring on which position you are applying.

For further information, please visit
www.azmont.com

Application deadline: **January 15th, 2019**

Dare to be different and join the Portonovi family.

