

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.

Portonovi Electricity Distribution Company, as a subsidiary Company will be the operator of closed power supply system within whole resort and control the allocation of electricity consumption. Its team will be in charge of maintenance and operation of power supply network and facilities (transformer rooms and diesel generators).

Portonovi is looking for
Technical Services Administrator
Staff needed: 1

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

Your responsibilities on this position:

- Active role in creating maintenance software/application and its adaption to department needs;
- Implement base of equipment, tools and assets in maintenance software, with exact location and documentation assigned;
- Receive, allocate and follow up maintenance requests/reports on daily base;
- Generate statistical data on department activities (task completion, response time, etc.);
- Ensure proper documentation archive (soft and hard copies), easy accessible and up to date;
- Other duties as assigned by the Technical Services Director.
- Active role in creating maintenance software/application and its adaption to department needs;
- Implement base of equipment, tools and assets in maintenance software, with exact location and documentation assigned;
- Receive, allocate and follow up maintenance requests/reports on daily base;
- Generate statistical data on department activities (task completion, response time, etc.);

Skills and experience you need for this role:

- Candidates with skills and knowledge in technical field are preferable.
- Excellent organizational and analytic skills;
- Computer Literacy;
- English proficiency;
- Experience in facility management is an advantage.
- Candidates with skills and knowledge in technical field are preferable.

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.

For further information, please visit www.azmont.com

Application deadline: **December 31st 2018**

Dare to be different and join the Portonovi family.

