

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 Marina Management Company, as a subsidiary Company together with D-Marin - Doğuş Group company will be in charge for operations of the **D-Marin Portonovi Marina** which is integral part of **Portonovi Resort**. **D-Marin Portonovi Montenegro Marina** is designed to serve boats up to 120 meters with a berthing capacity of 238. Equipped with the most advanced technology and features, the marina offers high-end services while also serving as a customs entry and a provider of water, electricity, shower, laundry and gas stations.

Portonovi is looking for **FRONT OFFICE SUPERVISOR**

Staff needed: 1

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

Your responsibilities on this position:

- Supervisor and monitoring of client's contract and documentations needed
- Follow up on receivables on daily basis and receivable collections
- Managing client's requests, representing the brand and Company by providing distinctive, efficient, excellent service
- Cooperation with marketing department (giving recommendation, inputs for further strategy implementation)
- Monitor, supervise, manage and lead the Front Office Representatives
- In charge of people management of Front Office team in terms of development, keeping the staff updated with latest industry trends, trainings, annual leave approval, contract expirations and other
- Organizing daily, weekly, monthly schedule of Front Office Representatives work and operations
- Main contact point with Marina operations department, business partners and third parties
- Participating in creation, implementation and follow up of Company business plan in order to increase the revenues,
- Other activities assigned by superior

Skills and experience you need for this role:

- Minimum 5 years of experience in client relations field in marina operations or hotel industry
- Experience in people management and leading the team
- Developed interpersonal relations skills and people focus
- Advanced computer skills
- Creative, proactive, detail-oriented person
- Excellent English language skills

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: 28.01.2019.

Dare to be different and join the Portonovi family.