

### 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.

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 **LEGAL MANAGER**

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

#### **Your responsibilities on this position:**

- Knowledge of legal and regulatory requirements related to proposal preparations, contract, negotiations
- Review, negotiate and develop provisions for Commercial Agreements, Memorandums of understanding, Non-disclosure agreements, professional services agreements and other corporate agreements
- Manage planning and preparation of shareholder meetings including distribution of proxy materials and related documents and fillings
- The management of document flow, ensuring the appropriate people receive the right documents in timely manner and that the information in the primary file is well organized and up to date
- Provide administrative / legal support in implementing systems, procedures, policies and completing sales tasks in support of compliance
- Represent company in state agencies for licencing and other purposes
- Organization of various legal structures (condominiums etc)
- Other duties assigned by Executive Director

#### **Skills and experience you need for this role:**

- University Degree in Law
- A minimum 3-5 years' experience in similar functions
- Strong knowledge of commercial law
- Understanding of hospitality business
- Understanding of contractual terms and conditions, negotiation skills
- Fluent in English (excellent speaking and writing skills)
- Accurate, committed, proactive

### **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](mailto:career@portonovi.com) referring on which position you are applying.

For further information, please visit [www.azmont.com](http://www.azmont.com)

Application deadline: **August 31st 2019**

