



PORTONOVİ

MONTENEGRO

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

HR COORDINATOR

Duties

Recruitment processes

- Managing recruitment processes (*assessment of recruitment needs, selection interviews / identifying potential internal/external candidates*)
- Follow up on workforce development (*reporting and keeping recruitment records*)
- Managing CV Database

Training activities

- Identification of training needs
- Research on training providers
- Creating/ implementing trainings and assisting in trainings logistics
- Reporting on training records, statistics

HR legislation

- Assisting in systematization update, design of documents for all companies
- Follow up on safety at work trainings, legislation in order to assure that Act of Risk assessment is aligned with current organization structure
- Procedure update and adjustments to company needs

Reporting and follow up on compensation of employees

- Collect, summarize HR data on weekly, monthly, quarterly level
- Assisting in implementation of HR software
- Assisting in follow up/supervision of HR Payroll Budget
- Any and all other duties as assigned by direct superior

Skills and knowledge

- BS degree in Economics or Business is preferable
- Min 3 years of experience in human resources
- Excellent MS Office user (Excel, Power point and Word)
- Excellent knowledge of English language
- Developed strong focus on client (employee's) needs
- Eagerness to learn
- Proactiveness, curiosity
- Business acumen

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 more information please visit www.azmont.com

Deadline for application: 15.11.2020.



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