

**Portonovi Resort Management Company:** owned by Azmont Investments, operates Portonovi Resort aiming to redefine standards set within Montenegro and across the Mediterranean. This luxury resort prides itself in becoming a globally recognized development set in a unique position at the entrance to Montenegro's beautiful Boka Bay. Portonovi offers an array of luxury residences set in a tranquil waterfront location.

Our mission at Portonovi is to treat all its associates, guests and colleagues with respect and through collective hard work we continue to create a friendly working environment and to be known for delivering exceptional service throughout Portonovi.

## **Lawyer**

### **Portonovi Resort, Montenegro**

**Number of staff:** 1

**Location:** Portonovi, Herceg Novi

**Key responsibilities:**

- Knowledge of legal and regulatory requirements related to proposal preparations, contract, negotiations
- Organization of various legal structures (condominiums associations etc)
- Legal support and assistance in contract management with tenants
- Review, negotiate and develop provisions for Commercial Agreements, Memorandums of understanding, Nondisclosure agreements, professional services agreements and other corporate agreements
- Manage planning and preparation of shareholder meetings including distribution of proxy materials and related documents and filings
- 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 licensing and other purposes
- Other duties assigned by Executive Director

**Skills required:**

- University Degree in Law
- A minimum 4 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

This is a fantastic opportunity to be part of the Portonovi. team. If you believe you have the experience and skills required for this position and are looking for a role that will challenge you in a growing market, then please do not hesitate in applying.

**All applications will be dealt with in strict confidence, if you are interested, please get in touch by emailing your CV to [career@portonovi.com](mailto:career@portonovi.com)**

**Application deadline 03.08.2021.**