

**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.

## **HUMAN RESOURCES MANAGER Portonovi Resort**

Portonovi is seeking an innovative, results oriented and commercially minded Human Resources Manager who will deliver human resources support to all business in Portonovi resort.

Key Responsibilities:

- **Creating and implementing recruitment programs**
  - Responsible for creation and implementation of company recruiting programs including management of selection processes and counselling managers on candidate selection
  - Cooperate with universities, HR partners, agencies, local community and HR community in order to generate youth talent pool of candidates
- **Compensation and Benefits**
  - Responsible for creating, implementing and supervising the realization of annual HR budget for all businesses
  - Responsible for optimizing the payroll expenses and creating saving programs
  - Adaptation and improvement of compensation package for employees
  - Supervising payroll monthly realization
  - Extensive reporting for internal purposes, auditing purposes or upon request of shareholders
- **Workforce planning, trainings and people development**
  - Identifying business staffing needs
  - Identifying key positions in organization
  - Creating succession plans in order to assure business continuity
  - Identifying training needs, creating and implementing training plans for development of employees
  - Utilization of internal resources for the trainings
- **Talent management and performance management**
  - Supervising and improving performance management tools including employee's performance evaluation for contract management and annual performance appraisal
  - Identification and development of talents / Creation of retention programs
- **Managing Legal and People Related issues**
  - Responsible for legal and people related issues, including all legal aspects of employee engagement
  - Monitoring and implementing the legal state requirements / assuring that the processes comply with all legal regulations
  - Advising, counseling of department heads in all people related matters
  - Assuring that all processes are well described by the procedures and policies
- **Being a Brand Ambassadors**
  - Promoting the organization as the employer of choice to attract the best talents
  - Promoting and developing the corporate culture

**Skills required:**

- Bachelor in economics or legal / Master degree is an added value
- Minimum 5 years' experience in human resources / Experience within international corporations is preferable
- Very good understanding of compensation and benefits / accounting basis
- Excellent English written and verbal communication skills
- Excellent attention to detail, organization and planning skills

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.

If you are interested please get in touch by emailing your CV to [career@portonovi.com](mailto:career@portonovi.com)

**Application deadline 11.08.2021.**