

**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.

## **Receptionist (Sales Department) Portonovi, Montenegro**

### **Key Responsibilities:**

- The reception is the first point of contact for visitors when they visit or call Portonovi Sales and is responsible for creating a professional image and extending superior customer service to both internal and external clients.
- Provides walk-in clients with basic knowledge of the history of the resort and development of the company.
- Acts as Sales and Marketing assistant at the same time, covering Portonovi sales department needs like making first calls to potential customers.
- Ensures that the daily operations are maintained;
- Reviews sales representatives' availability for booking appointments;
- Responsible for the overall appearance and cleanliness of the facility and ensures all tools and equipment are in place and in good working order;
- Monitors Sales emails for timely distribution of messages received;
- Ensures all equipment such as phone system, photocopier and other appliances are fully operational;
- Orders and maintains stock of the office supplies and ensures offices are fully stocked at all times;
- Collects, receives, sorts and distributes incoming mail and courier packages
- Co-ordinates outgoing courier packages;
- Ensures kitchen and mock up amenities are properly stocked with beverages, coffee and coffee supplies;
- Acts as the contact person for building maintenance and facilities;
- Supports and assists the sales and marketing team at all times;

### **Skills required:**

- Full professional proficiency in Montenegrin and advanced English, both written and spoken. Knowledge of Russian language is an advantage.
- Hosting, welcoming approach / Orientation to clients
- Good interpersonal, communication and customer service skills;
- Very organized and detail-oriented;
- Able to multitask and work well under pressure in public;
- Proactive and focused;
- Highly energetic;
- Team player

This is a fantastic opportunity to be part of the sales team at Portonovi. 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).

Please indicate the name of the position you are applying for in the subject line of the application email.

**Application deadline – November 20, 2022.**