

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.

Senior HR Generalist Portonovi, Montenegro

Portonovi is seeking an experienced and highly accountable individual, who will join the HR Team and play a pivotal role in shaping HR strategies and fostering a dynamic workplace.

Key Responsibilities:

- Supports HR Manager to review, update, and communicate HR policies, procedures, programs and projects, standards and other government regulations. Acts as subject matter expert (SME) for internal HR policies/SOPs interpretation.
- Oversees implementation of organizational training agenda, including occupational and non-occupational trainings; participate in evaluation and monitoring of training programs to ensure training objectives are met. Create and maintain Employee Training Tracker and Training Vendors database.
- Provides support in the management of talent acquisition, employee performance, development, and career planning processes.
- Receives and effectively handle employee complaints, proactively reveal and escalate potential employee relations matters to the management.
- Conducts and analyze exit interviews, recommend changes.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate Department.
- Participates in employee disciplinary meetings, and investigations.
- Maintains compliance with state employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Participates in the creation of organizational structures and Chart in cooperation with management; maintaining them.

Education: VII level of education (Faculty of Law, Economics, Business Administration, Psychology)

Thorough knowledge of employment-related laws and regulations

HR certification (PHRi, SHRM-CP) will be an advantage.

Work experience:

- A minimum of 5 years' experience in an HR Generalist role

Preferred competencies:

- Strong communication and interpersonal skills
- Good analytical, problem-solving and sound judgement skills
- Proficient with advanced use of MS Office programs,
- Knowledge of Abacus is an advantage
- Ability to act with integrity, professionalism, and confidentiality
- Time management and ability to meet the deadlines
- Business fluency in English is required

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.

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

Applications deadline – 31.08.2023