



PORTONovi

MONTENEGRO

JOB DESCRIPTION

Name of the position/workplace: **Marketing and Communications Coordinator**

Organization Department: **Marketing and Communications Department**

Reports to: **Head of Marketing and Communications**

Key Responsibilities:

- Internal and external communication activities, including preparation of press information/web news/letters/announcements/newsletters
- Communicating with external creative service providers
- Work with key stakeholders across the business to understand all existing CSR and Sustainability initiatives.
- Ensure that all Portonovi promotions, advertising, and collateral keep with brand image and reflect the highest level of professionalism in content and presentation.
- Writing reports, company brochures, and similar documents like marketing materials - factsheets, local guides, and all ad-hoc materials
- Creating and updating presentation files or resort support materials
- Preparation of EDMs
- Support in Digital Campaigns
- Press clipping monitoring and preparation of corporate reports
- General administrative support
- Tracking budget and expenses
- Support in event organization

Education: Bachelor's Degree qualified or equivalent. Additional marketing qualifications are beneficial.

Work Experience: Minimum 3 years' experience in an international marketing role, ideally in luxury/high-end markets.

Skills and Competencies:

- Demonstrate the ability to design and manage extensive multi-channel campaigns across online and offline channels.
- An avid user of social media and understand how to best market on these platforms.
- Ability to adapt and to be result-oriented in a complex organization company and cross-cultural environment
- Demonstrate experience managing multiple internal and external stakeholders, agencies, and any other third parties.
- Excellent attention to detail, organization, and planning skills.
- Excellent written and verbal communication skills – Montenegrin and English are essential.

*The position is office-based, Herceg Novi, Montenegro.

*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.