

Community Relations Coordinator, Brskovo Mine Mojkovac, Montenegro

We are currently looking for a **Community Relations Coordinator** to join our team and support further corporate and socially responsible initiatives within the local community. The tasks will include planning and preparing corporate social responsibility projects and initiatives, along with work in the Community Center.

Job Title: Community Relations Coordinator
Department: CSR and Corporate Communications
Reports to: CSR Manager

Key duties and responsibilities will include:

- Coordination (planning, preparation, implementation and monitoring) of basic initiatives with the local community in Mojkovac.
- Improving relations with the main interest groups in the local community.
- Maintaining the business complaints process and other databases related to the local community and provides feedback system.
- Coordinates and supervises activities in the local Brskovo office, website and others.
- Help with the branding of the Brskovo project in the local community, and later throughout Montenegro.
- Assisting in the preparation and monitoring of the budget for community relations.
- Other tasks on the order of the superior.

Code of Conduct:

- Maintains and ensures confidentiality at all times.
- Ensuring the health and safety of its employees, contractors, and stakeholders.
- Respecting local culture and values and supporting the local community.
- Protecting the environment.
- Striving to be an exemplary corporate citizen.
- Act in accordance with standards prescribed by Company culture, Rules of behavior and Vision and values of the Company.

Requirements for the role:

- Education: VII level of education/qualification; additional qualifications beneficial
- Work experience: Minimum 2 years' experience.
- Excellent organization skills.
- Excellent spoken and written Montenegrin and English.
- Computer literate.