

Investor Relations Manager

Job Description

The Job

Reporting directly to CEO, this is a role that requires strong analytical, communication and writing skills.

Responsibilities

- You will be largely involved in deck and report preparations related to the company's financial performance, business operations, market trends as well as competitor comparisons.
- You will produce investor reports and maintain investment related data.
- You will liaise and manage relationships with investors on investment strategies, fund performance, reporting requirements.
- You will assist investors throughout their due diligence and subscription processes.
- You will track and monitor outstanding requests and ensure that all deliverables including monthly & quarterly financial reports, annual reports and financial marketing collaterals are completed in a timely manner.
- You will liaise with various business units across the company to ensure coordinated initiatives and messaging.
- You will plan, execute and create content for the senior management to brief investors. You will also support the senior management for meeting scheduling and during 1-on-1 investor meetings.

Requirements

- Have a Bachelor's Degree in Economics, Banking and Finance, Accounting, Communications or related discipline
- Have at least 5 years of experience in investment writing and have excellent communication skills, both verbal and written, with a deep understanding of investment concepts
- Have strong organisational and analytical skills; detail-oriented and able to pull together ideas to form a convincing argument.
- You are creative and strong in expressing ideas and messages to engage both internal and external stakeholders.
- You are familiar with financial modelling techniques, valuation methods and have the ability to work with data.
- You are driven with a self-starter attitude and have a keen interest to pursue a career in a fast-paced environment.
- You are experienced in Excel, PowerPoint / Keynote.
- Having work experience in a global fund house, consumer product sectors would be a plus.
- Have prior experience in capital raising for different stages of investment.
- You are comfortable with operational and analytical work. You pay attention to details and are thorough.
- You practise a high level of diligence and accountability.