

## Administration Division

### Position: Investor Relations (Supervisor) (M /F – 1 Posts)

#### Responsibilities

- Development and maintain relationship with both external, internal, and potential shareholders
- Analyze financial data, share markets information in timely manner
- Developing long – term Capital Injection Plans to support growth and revenue of the Bank
- Identifying weakness or opportunities in going strategies and analyzing and assessing internal process and market trends
- Developing Public Relations plan for the bank and to be a hand in Project of Investor Relation

#### Requirements

- Bachelor's degree in finance, economics, or related field.
- Experience in investor relations, finance, or related field is a plus.
- Strong communication and interpersonal skills.
- Ability to work independently and in a team environment.
- Strong attention to detail and ability to prioritize tasks.
- Proficiency in Microsoft Office Suite, including Excel, Word, and PowerPoint.