

Job Title: Investor Relations (Supervisor)

We are seeking a highly motivated individual to join our team as an Investors Relation Supervisor/ Assistant Supervisor.

The successful candidate will be responsible for assisting the Investors Relations Team in managing relationships with existing and potential investors, shareholders, communicating, financial, other internal communicating and developing investor communicating materials.

Responsibilities;

- Assist in monitoring and analyzing market trends, competitor activities, and other internal factors.
- Development and maintain relationships with both external, internal, and potential shareholders
- Coordinate with internal departments, such as finance, legal, and marketing, to ensure, consistent and accurate messaging to investors.
- Establishes and maintains relationships with Stock Exchange representatives

Requirements;

- Bachelor's degree in finance, economics, or related field.
- Experience in Investors Relations field will be beneficial
- Excellent written and verbal communication skills
- proficient in Microsoft Office, particularly Excel and PowerPoint
- Familiarity with share market, IPO market, financial statements and accounting principles 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.