

Job Description

OVERVIEW			
Job Title	Investor Relations Manager		
Job Code	To be completed by HR	Job Grade	
Direct Reporting Relationships	Reports to (Job Title): Sr. Director of Investor Relations		
Group	Finance	Department	Investor Relations
Section	N/A	Location	Main Office, Riyadh
Role Purpose	<p>The IR manager together with the Head of IR, develops, implements, and manages the investment related programs. He/she is responsible for monitoring the earnings call as well as in developing and preparing press releases of quarterly earnings. He/she assists in designing the Q and A's for the investor community, communicates the key internal developments that have occurred in the organization, and provides valuable information regarding the company's strategies, its operations, and the overall financial performance. He/she is also responsible for identifying and tapping the new potential investors. He/she is responsible for updating the senior management on the priorities and concerns of the shareholders and in representing the voice of the investors.</p>		

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
1. Investors relations	<ul style="list-style-type: none"> To implement, co-develop and update the organization's corporate messaging across different formats like making presentations, press releases, employee meetings, etc. To determine the organization's position in the market and to provide the leaders with a proactive assessment and any other relevant feedback and guidance needed by the organization's senior personnel on how to increase the interactions with the investment community. To conduct daily, weekly, and monthly meetings with investors, either in person or via phone to address any of their relevant questions or concerns. To maintain and update the relevant database of trading multiples, consensus estimates, stock price performance, etc., and to handle ad hoc research projects. Maintain relationship with the market regulator and make sure all disclosure are compliant with existing regulations. Co-ordinate the Investor Relations Program - including investor conferences, mass-email and website communications.
2. Tracking and Analysis	<ul style="list-style-type: none"> To help to perform a range of analyses that will include industrial analysis, competitive analysis, and comparative valuation.

	<ul style="list-style-type: none"> To perform competitive and cross-divisional analysis of the industry peers and monitor the other public disclosures like the various presentations made at the investor seminars, conferences, etc.
3. Document and keep all investor files	<ul style="list-style-type: none"> Organize and file all investor enquiries, month end reports and general investor information. Prepare and maintain a calendar of the Company filing requirements with the various capital market authorities and exchanges. Maintain and update the investor relations section of the Company's website.
4. Disclosure and Compliance	<ul style="list-style-type: none"> Ensure understanding, communication, and participation in case of disclosure requirements updates, training events, workshops & general events in collaboration with Compliance Department & senior management. Support in the compliance checks for draft press releases, ensuring compliance with capital market authorities.
5. Handle inquiries	<ul style="list-style-type: none"> Involved in most aspects of shareholder meetings including AGM, private meetings with investors, investor relations sections of company websites, and company annual reports.
6. Feedback to Management	<ul style="list-style-type: none"> Organize and maintain post investor meeting feedback reports. Share investor feedback with Management.

DIRECT FINANCIAL RESPONSIBILITY

Yes (Financial Metric)	<input type="checkbox"/> (N/A)	No	<input checked="" type="checkbox"/>
Brief Description	N/A		

MAIN CONTACTS

Contact Group	Internal / External	Purpose	Divergent / Shared	Frequency
Investors	External	Share information	Divergent	Daily
Financial institutions	External	Company and Share information	Divergent	Daily
Operational heads, senior Management	Internal	Collect and share information	Divergent	Daily

JOB SPECIFICATIONS

Knowledge / Skills	Technical Skills: Computer literacy including knowledge, experience and competence of MS Office and Oracle Financials application. Financially literate.
Job Related Competencies	
Education / Certifications	Bachelor's Degree BA/BS degree in Accounting/Finance, MBA (is a plus).
Experience	At least 3-5 years' experience in similar positions.