

Investor Relations Associate, Dubai

A boutique investment manager based in Dubai is looking for an Investor Relations Associate to join the team.

This is a very broad role, reporting directly to the CEO and will require close working with all departments within the firm. You will be the first point of contact for clients and investors for fund enquiries, and will lead on all fund and portfolio reporting and analytics to investors. You will be required to support the sales team with preparing presentations used to attract new investors, and help to provide research on the market and investors. Additionally, you will help to organise roadshows, sourcing new clients, and maintaining the investor pipeline records. The role will require preparation of investor briefing packs ahead of meetings. Adhoc responsibilities will include peer group and competition reviews, AuM analysis, ESG reporting, producing commentary on business performance for the parent company.

The ideal candidate must have a strong financial background and ideally experience within Financial Services, as there are some complex ratios and analytics required. You must be confident communicating with senior internal and external stakeholders.

To apply, please send your CV to Debbie Nathan, Director, Investor Relations & Communications at Carter Murray (debbienathan@cartermurray.com)