



Job Description

Job Title:	Investor Relations/ Public Relations Specialist
Responsible for:	See job Summary
Area of Responsibility:	Investor Relations/Public Relations
Accountable to:	Marketing Manager
Location:	Advert One, Riyadh, Kingdom of Saudi Arabia

Job Summary:

Responsibility for the delivery of comprehensive and high-quality investor relations/public relations services to potential and existing customers of the company; management of communication between the company management and its clients; helps handling inquiries and meetings and providing feedback to the management as required.

Duties and Responsibilities:

- Develops a robust investor relations strategy and framework.
- Creates and manages a strong reputation by demonstrating consistent and clear communication between the company and potential and existing clients.
- Provides insights on market activity and present them to superiors.
- Capable of preparing a detailed annual report that is required to be submitted to companies' shareholders and stakeholders.
- Develops and maintains investor relations plan for clients.
- Performs a comprehensive competitive analysis, including financial metrics.
- Develops performance metrics for the investor relation function.
- Merchandises and selling investor relation service to potential and existing clients
- Creates presentations, press releases and other communication materials for earnings releases and industry events.
- Manage the investor relation portion of the company web site.
- Serves as the key point of contact with investor relations departments of companies.
- Any other duties as may be requested by the management of the company that fall within the scope of investor relation work



Requirements:

- Qualification and Experience: Bachelor of Economics, business administration or equivalent
- Computer oriented.

Personal Traits:

- Self-motivated, dynamic and enthusiastic
- Excellent communication and interpersonal skills

Experience

- Minimum of five (5) years experience in investor relations field in a reputable company
- Experience within an advisory financial communication environment is desirable
- Capability of demonstrating an ability to perform in a multi-cultural environment.

Conditions

This job description is not exhaustive and is intended as a general guide. It exists in conjunction with a more detailed breakdown of day-to-day duties.

If you are interested, please send your CV to info@advert1.com