

Investors Relations Manager

Summary:

Investors Relations Manager is responsible for ensuring the company is appropriately and strategically positioned with analysts, investors, and all stakeholders which enables the investment community to consistently make an informed judgement about the fair value of a company's shares. through creating the appropriate Strategy, framework & tactics as well as delivery of very clear investor relations road map with the company management.

Key responsibility:

- Develops and maintains a company investor relations robust strategy to build a value for the Shareholders'.
- Serve as the primary spokesman for the Company by communicating the Company's financial and operational performance and business outlook to current and potential investors.
- Manage the company's relationships with current & potential sell-side Analysts to make sure full understanding of the company's performance & strategies by providing a clear, accurate & confident communications & work to increase the coverage range of the company.
- Analyze reports prepared by the investment community concerning the company and provide a feedback to company's management.
- provide investors and other stakeholder audiences with a clear, honest, and accurate picture of the company's past performance as well as its prospects for the future.
- Develop ideas for improving investor relations and increasing the effectiveness of communications with both institutional shareholders and sell-side analysts
- Monitors operational changes through ongoing contacts with company management and develops investor relations messages based on these changes.
- Creates presentations, press releases, executive management scripts, Q&A Templates and other communication materials for earnings releases, industry events, presentations to all stakeholders from investment community.
- Organizes conferences, deal/Non-deal road shows, earnings conference calls, and investor meetings.
- Provides feedback to management regarding the investment community's perception on company's performance, financial results, corporate governance and market/industry view.
- Oversee the production of the company's Annual Report.
- Manages the investors relations page of the company website.
- Develop & Maintain the monthly IR bulletin for company's stock performance vs. sector benchmarking & total market view.

Skills:

- Strong foundation in Capital market/Finance/Accounting.
- Strong knowledge of capital markets and regulatory framework in Saudi Arabia.
- Strong knowledge and understanding of financial modeling and valuation concepts/techniques used by analysts and investors.
- Strong analytical skills and attention to detail - with the high standards for accuracy.
- Ability to work cross-functionally with senior executives across the organization in a visible role.
- Advanced communication (verbal and written) skills.
- High degree of independent judgment and ability to handle confidential and sensitive information.

Qualifications:

- Bachelor's degree in Finance/Accounting.
- 5-7 years of experience Investors Relation or related field.

Applicants can send their resumes on careers@extra.com , adding “Investors Relations Manager – Eastern” in email Subject.