

**Real Estate Investment Company**  
**Investor Relations Associate – Job Description**

We have an exciting new position for a junior to mid-level Investor Relations Associate. This is a permanent position to be based out of the Dubai International Financial Centre (DIFC).

**JOB OVERVIEW**

The Investor Relations Associate will assist the Chief Economist in devising and executing an effective Investor Relations strategy in line with international best practice IR. He or she will also assist in the preparation of the Annual Report and Sustainability Report as well as support the management team as and when required on industry and macro analysis. The successful candidate will use their Arabic-language skills to enhance the Company's interaction with all stakeholders, including governmental authorities.

**KEY RESPONSIBILITIES**

- Support in developing the company's investor relations strategy
- Liaison with internal stakeholders to gather information for the quarterly results
- Assist in creating earnings materials including press releases, presentations, earnings scripts, and Q&A documents
- Manage the department's administrative activities
- Handle investor enquiries and manage the investor relations email and phone number
- Conduct macro and industry analysis as required by senior management
- Develop and review external communications content
- Develop/help prepare the company's Annual Report and Sustainability Reports
- Actively manage the company's investor relations webpage
- Use Arabic language and written skills to aid communication with stakeholders

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Experience working in real estate investment, investor relations or in capital markets (sell-side, buy-side, investment banking or private equity)
- Real estate industry knowledge/experience preferred
- Professional financial analysis or accounting qualification preferred (CFA, ACA, CPA, ACCA etc.)
- Strong communication skills along with proficiency in Word, Powerpoint and Excel
- Written and spoken Arabic skills

If you are interested in this position, please send your CV to [Ajith.Henry@fticonsulting](mailto:Ajith.Henry@fticonsulting)