

Instinctif

PARTNERS

Account Executive (Capital Markets and Investor Relations)

Location: Dubai, United Arab Emirates

About Instinctif Partners

We are an international business communications consultancy – a partnership – specialists in reputation, influence & engagement. We work with our clients to ignite multiple & complex audiences through deep insight, expert storytelling & creative delivery. We employ over 350 people across Europe, Africa, and the Middle East, acting for over 850 clients, from large quoted multi-national corporations to SMEs just starting on their journey. Instinctif Partners has been operating in the Middle East and North Africa (MENA) since 2008.

We are dedicated in helping our clients meet the challenges of their business by developing communications strategies, enhancing brand value and communicating their story to key audiences. Our MENA business provides a range of consultancy services across industry and government sectors. We offer Financial PR and Investor Relations for listed and private companies, corporate communications, reputation management and public affairs for public and private entities, and corporate communications for a wide range of industries.

Core Responsibilities

- Supporting the smooth day-to-day running of several accounts including administration, client handling and meeting deadlines
- Media /newspaper/analyst notes monitoring including rotational chairing of the monitoring group
- Support new business initiatives including research, as a sector team rapporteur and networking
- Undertaking research and analysis on a range of national and local capital markets issues
- Playing a role in developing strategies and tactics to allow clients to clearly and successfully articulate their equity story
- Drafting press releases, statements and op-eds for the media
- Drafting earnings releases and update investor presentations
- Engaging with journalists and analysts on a regular
- Devising, organising and attending stakeholder engagement events
- Conducting investor perception studies and other surveys
- Support senior members of staff with daily client servicing
- Attend client meetings and production of subsequent action reports
- Coordinating team activity to progress communications programmes
- Support new business initiatives – manage target lists / new business packs
- Management of logistics around client events
- Research for new business pitches

Candidate Requirements

- Able to communicate and write effectively especially earnings releases, press releases, reports and articles
- University degree or higher education
- Financial acumen
- Experience of engaging with journalists including drafting press releases or comment for media outlets at a local, national or trade publication level.

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- Multi-task with deadlines and ensure that time is managed effectively
- Strong organisation and planning skills
- Able to demonstrate attention to detail
- Shows an interest in media, events and social media as well as being aware of current trends in equity and debt markets
- Demonstrates flexibility within the team to ensure clients are serviced
- Has an exuberant work ethic and exacting attention to detail
- Has an experience working with reputable consultancy firms / agencies in the Middle East

For more information, please visit: www.instinctif.com

Employment Type

Full-time

Industry

Public Relations & Communications

Practice Area

Capital Markets and Investor Relations