

Investor Relations, Specialist

Apply Now

Company: Hays

Location: Malaysia

Category: business-and-financial-operations

Investor Relations, Specialist

Looking for an Investor Relations specialist for an established Tech company based in KL.

Your new company

An exciting, commercially focused and known to be one of the fastest growing Property Tech company, with a head office in Kuala Lumpur and business presence across APAC. If you think you are enthusiastic in Investor Relations commination with executive assistant characteristics, high chance you could be the one we are looking for!

Your new role

The Investor Relations Specialist plays a critical role in supporting the Investor Relations (IR) team in maintaining positive relationships with shareholders, analysts, and investors. This position requires excellent organizational skills, attention to detail, and the ability to communicate effectively. The Investor Relations Assistant will work closely with the IR team to facilitate communication and provide support for various IR activities

Data Management:

- Maintain accurate and up-to-date records of shareholder information.
- Track and organize investor inquiries and requests.
- Assist in updating and managing the investor database.

Communication:

- Assist in drafting and proofreading investor communications, including press releases, annual reports, and presentations.
- Respond to routine investor inquiries and redirect complex queries to appropriate team

members.

- Coordinate and schedule investor meetings, conference calls, and presentations.

Reporting:

- Generate standard reports and prepare materials for investor meetings.
- Assist in preparing quarterly and annual financial reports for shareholders.
- Help in analyzing financial and market data to support IR efforts.

Shareholder Services:

- Assist in processing and tracking shareholder transactions (e.g., stock transfers, dividends, stock splits).
- Collaborate with the finance and legal teams to ensure compliance with regulatory requirements.
- Assist with the distribution of proxy materials and annual reports to shareholders.

Event Coordination:

- Assist in planning and organizing investor events, such as annual shareholder meetings, investor conferences, and roadshows.
 - Coordinate logistics, invitations, and materials for these events.
- Compliance:
- Stay updated on regulatory requirements related to investor relations and ensure compliance.
 - Assist in the preparation of disclosure documents and filings.

What you'll need to succeed

Bachelor Degree in Finance/Business or related studies

3 to 5 years of prior experiences in Investor Relations, Executive Assistant or Business Planning

Good communication, positive and openness to learn

[Apply Now](#)

Cross References and Citations:

1. Investor Relations, Specialist Protective Service Jobs Malaysia

Protectiveservicejobs ↗

2. Investor Relations, Specialist LuxembourgjobsJobs Malaysia Luxembourgjobs ↗

3. Investor Relations, Specialist NewyorkjobsJobs Malaysia Newyorkjobs ↗

4. Investor Relations, Specialist MaintenancejobsJobs Malaysia Maintenancejobs ↗

5. Investor Relations, Specialist Pediatricjobsnearme Jobs Malaysia

Pediatricjobsnearme ↗

6. Investor Relations, Specialist WeldingjobsJobs Malaysia Weldingjobs ↗

7. Investor Relations, Specialist Kazakhstanjobs Jobs Malaysia Kazakhstanjobs ↗

8. Investor Relations, Specialist FlightattendantjobsJobs Malaysia Flightattendantjobs ↗

9. Investor Relations, Specialist Openairmedia Jobs Malaysia Openairmedia ↗

10. Investor Relations, Specialist Politicaljobs Jobs Malaysia Politicaljobs ↗

11. Investor Relations, Specialist Gynecologistjobs Jobs Malaysia Gynecologistjobs ↗

12. Investor Relations, Specialist Searchcanadajobs Jobs Malaysia Searchcanadajobs ↗

13. Investor Relations, Specialist Neurologistjobs Jobs Malaysia Neurologistjobs ↗

14. Investor Relations, Specialist UkjobopportunitiesJobs Malaysia Ukjobopportunities ↗

15. Investor Relations, Specialist CameroonjobsJobs Malaysia Cameroonjobs ↗

16. Investor Relations, Specialist Nodejobs Jobs Malaysia Nodejobs ↗

17. Investor Relations, Specialist Searchukjobs Jobs Malaysia Searchukjobs ↗

18. Investor Relations, Specialist AccountingjobsnearmeJobs Malaysia

Accountingjobsnearme ↗

19. Investor relations, specialist Jobs Malaysia ↗

20. AMP Version of Investor relations, specialist ↗

21. Investor relations, specialist Malaysia Jobs ↗

22. Investor relations, specialist Jobs Malaysia ↗

23. Investor relations, specialist Job Search ↗

24. Investor relations, specialist Search ↗

25. Investor relations, specialist Find Jobs ↗

Source<https://my.expertini.com/jobs/job/investor-relations-specialist-malaysia-hays-b4cc788bac/>

Generated on: 2024-05-01 by Expertini.Com