



Employment Opportunity: Investor Relations Manager

The investor relations manager is responsible for effectively communicating the key messages to the prospective as well as the existing investors, preparing the investment related presentations, and assisting in preparing the daily, weekly, and monthly reports that act as the basis for effective interaction with the investment community.

Job duties include:

- Serve as the key point of contact for the investment community and primary contact for retail investors
- Develops and maintains a company investor relations plan
- Design the Q and A's for the investor community and communicates the key internal developments that have occurred in the organization and provides valuable information regarding the company's strategies, its operations, and the overall performance.
- Identify new potential investors.
- Monitors operational changes through ongoing contacts with company management, and develops investor relations messages based on these changes
- Creates presentations, press releases, and other communication materials for earnings releases, industry events, and presentations to analysts, brokers, and investors
- Participates in the production of all annual reports, filings, and proxy statements
- Manage the Company web site
- Organize analyst visits and site tours
- Monitor analyst reports and summarizes them for senior management
- Daily, weekly, and monthly meetings with investors, either in person or via phone to address any of their relevant questions or concerns
- Maintain and update the relevant database of trading multiples, consensus estimates, stock price performance, etc., and to handle ad hoc research projects
- Establish and maintain relationships with stock exchange representatives
- Organize conferences, road shows, earnings conference calls, and investor meetings
- Provide feedback to management regarding the investment community's perception of how the company is being managed, and their view of its results
- Represent the views of the investor community to the management team in the development of corporate strategy

Essential Skills

- Knowledge in investor relations, which includes various valuation methodologies, financial accounting, etc.
- Good presentation skills and entrepreneurial skills

- Ability to develop a sense of credibility within the investor community and the organization's management team
- Excellent interpersonal communication skills and ability to explain complex topics in a clear, simple, and concise manner
- Familiarity with rules and regulations
- Exceptional attention to details combined with strong organizational skills, ability to multi task and strong follow up skills

Educational and Experience

5+ years experience managing an investor relations position

BA/BS degree or equivalent in education and experience

Work Schedule

Regular hours for the position plus willingness to travel up to 50% of the time

Please submit your resume and cover letter to info@goldenpredator.com.