



Example of Investor Relations Manager Job Description

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Our company is looking for an investor relations manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for investor relations manager

- Assist in the research and analysis of industry trends and the Company's peers and regularly report results and findings to senior management
- Monitor industry news, analyst reports, media coverage and public perception and compile regular reports on tone, topic and issues
- With the VP, Investor Relations, manage and coordinate the Company's annual, interim and quarterly results announcement processes including drafting and publication of annual report, corporate presentation and press releases
- Manage and coordinate corporate events including the AGM, Investor Days, analyst briefings and other events for the investment community
- Work closely with the Company's various leaders on the Executive Committee and develop and maintain the Company's information library
- Work closely with the Company's IR advisor and develop, implement, evaluate and advise the Company's communications strategy and policies, positioning and issue and crisis management practices
- Develop and maintain the Company's online IR strategy and website
- Conduct research and stay current with changes in the market and industry trends, Company stock performance in relation to various comparator companies, indices and exchanges
- Collaborate with the IR team on the development of the IR strategy
- Manage the IR budget, including monthly analysis and forecasting

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- Bachelor's degree in Business, Finance, Marketing/Communications, or other related field
 - Minimum 3-5 years of experience in a Corporate Finance or Communications role
 - Previous use of competitive market research techniques to identify corporate financial results, business strategies, and disclosures, is a plus
 - Strong presentation skills, both written and verbal, a must
 - 3 – 5 years of prior experience in investor relations
 - Detailed knowledge of stock market and/or sell- or buy-side research