

Investor Relations Manager/ officer

Responsibilities:

- Handle daily enquiries from investors, analysts and media;
- Assist in preparation of presentation PowerPoint for investor meetings. & prepare minutes after investor meetings;
- Draft and prepare regular internal reports & analysis, etc;
- Maintaining and update company's website;
- Other ad hoc projects.

Requirements:

- Degree holder or above in Finance, Economics or relevant disciplines;
- Minimum 3 years' work experience gained from Hong Kong Listed companies in investor relations, banking, marketing or similar functions and fast moving environment;
- Excellent presentation, communication and interpersonal skills with strong analytical mind and business sense;
- Good command for both written and spoken English, Chinese and Mandarin is a must;
- Proficient in MS Office and Chinese word processing.

Candidates with less experience will be considered as Investor Relations Officer.

We provide 5-day work week, attractive salary package and fringe benefit to the right candidate.

(Resume data collected will be used for recruitment purpose only.)