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## Investor Relations Executive

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### Job Duties

- Offer investor relations consultation and deliver tangible results
- Explore new business opportunities and maintain good relationships with new and existing investors and clients in order to maximize returns and profit
- Provide ongoing creative thinking and strategic idea to keep momentum on client IR programs
- Serve as both writer and editor on a various client documents
- Identify and capitalize on organic growth opportunities with existing clients
- Track record of gaining clients' trust and delivering superior service
- Communicate IR related messages effectively to key management team
- Build and maintain strong relationship with institutional investors and sell side analyst

### Requirements

- Degree Holder in finance, economics, statistic, commerce, business administration or other related disciplines
- Ability to trouble-shoot and manage multiple projects simultaneously
- Ability to provide on-going strategic counsel, anticipate client needs and solicit additional resources as needed
- Proficiency in MS Office and Chinese Word Processing
- Excellent command of both written and spoken English and Chinese, Mandarin is a MUST
- Excellent communication, interpersonal and leadership skills
- Strong sense of responsibility, self-motivated, initiative, mature and result-oriented
- Ability to work under pressure and willing to work in irregular hours

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## Public Relations Associate

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### **Responsibilities:**

- Propose professional PR solutions for IPO projects, according to client's business goal and marketing targets
- Provide media strategies for IPO PR campaigns in order to rise awareness of marketing image and branding
- Perform audience analysis and recommend optimized media solutions for clients
- Create compelling presentations using industry knowledge, market trends, and case studies to clearly communicate the media value proposition
- Communicate effectively with both external and internal clients to complete project successfully
- Analyze campaign performance statistics and recommend optimized media solutions for clients
- Build up sustainable business relation with clients for future cooperation

### **Requirements:**

- Degree holder in Public Relations, Journalism, Communication, Business Studies or other related disciplines
- Excellent command of English and Chinese, good Mandarin is preferred
- Good communication and interpersonal skills
- Strong sense of responsibility, self-motivated and results-oriented
- Able to work under pressure and meet deadlines

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## PR Associate (Internship)

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Requirements:

- Full time University student (Year 2 or above) in related disciplines are welcome
- Excellent command of English and Chinese, Mandarin is a MUST
- Good communication and interpersonal skills
- Strong sense of responsibility, self-motivated and results-oriented
- Able to work under pressure and meet deadline
- PRC background (國內背景) is preferable

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## Roadshow Associate

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### Job Duties

- Create, manage and distribute the 'master' roadshow schedule according to bank and client preferences. This will include Venue & Transport sourcing as well as detail itinerary planning
- Become the project anchor-person, maintaining strong communication links with the client, banks and internal project team to ensure changes are implemented correctly and on time
- Prioritize the flow of information that is received from bank offices in Asia, Europe and the US

### Requirements

- Degree holder with working experience with hotel or traveling management
- Excellent command of written and spoken English and Chinese, Mandarin is a must
- Proficiency in MS Word, Excel, PowerPoint, Chinese word processing
- Candidates must be enthusiastic, show initiative, be excellent team players and prepared to work demanding hours
- Shift duty may be required according to clients' needs