

## JOB VACANCY

HDC(161)-HRM/IU/2022/64  
13<sup>th</sup> February 2022

### Senior Investor Relations Officer Accounting & Finance

#### MINIMUM QUALIFICATION & REQUIREMENT

- Bachelor's Degree or MNQF Level 7 Qualification in Marketing / International Business / Investor Relations or any other relevant field with 3 years' experience in relevant field **OR**
- Advanced Diploma or MNQF Level 6 Qualification in Marketing / International Business / Investor Relations or any other relevant field with 5 years' experience in a relevant field.

#### OVERALL SCOPE

Provide administrative and technical support to the day-to-day operations of the Investor Relations Section.

#### SCOPE OF WORK

- Develop investor confidence and belief in the company's vision and strategy for delivering shareholder value.
- Maintain a strong reputation by demonstrating consistent and clear communication between internal and external parties.
- Analyze and present financial trends, competitor behavior, shareholder issues, and anything else that could impact the business.
- Track investors' perception and query on a regular basis and report to the HoD/HoS.
- Attend meetings with potential investors, maintain meeting minutes and follow up on such meetings.
- Attend to tour arrangements and provide information about Hulhumale' and investment opportunities to potential investors.
- Carry out necessary preparations for foreign / local expos.
- Assist with presentations for investors, corporate communications and marketing initiatives, customer events and investor conferences, and other activities in support of strategy and business development initiatives.
- Create presentations and other communication materials relevant to investor relations section.
- Maintain an updates investor database.
- Plan and organize investor events, conferences and meetings.
- Monitor budget utilization.

#### JOB SKILLS AND SPECIFICATIONS

- Extensive knowledge in marketing concepts.
- Basic knowledge of business concepts.
- Proficient with basic budget management and computations.
- Strong commitment and willing to work outside normal working hours when required
- Strong interpersonal skills, problem solving skills and time management skills.
- Should be able to priorities tasks and manage one's own time effectively.
- Should be familiar with Microsoft office package and any other work relevant software.
- Should be able to work as an individual and as a flexible team player.
- Effective and successful negotiation skills.
- Excellent communication skills.

#### SALARY PACKAGE

Salary negotiable based on qualification and experience.

#### REQUIRED DOCUMENTS

- Accredited certificates
- Job reference letters
- NID card or Driver's License
- Police Report

Apply via: <https://jobs.hdc.com.mv>

Deadline: 20<sup>th</sup> February 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516