

Junior Investor Relations Executive

Company Description

Yue Yuen Industrial (Holdings) Limited, the largest branded athletic and casual footwear manufacturer in the world listed on the Stock Exchange of Hong Kong Limited (stock code: 551) with 400,000 staffs worldwide, is now looking for a high caliber for the following position URGENTLY:

Job Duties:

- Assist IR team to establish, maintain and communicate Investor Relations matters
- Assist in writing and publishing the results announcement, press releases, maintaining investor, analysts, and media interactions
- Maintain Investor and analyst database
- Monitor, collect and summarize industry/peers movements and sell-side research reports
- Organize logistics for press conferences, annual general meetings, conference calls, roadshows and site visits
- Manage and process all other administrative tasks and handle ad hoc projects

Job Details:

- Establish and maintain primary contact database of institutional investors, analysts profiles; assist investor relations and media activities, collect various aspects of information for investor/analyst enquiries
- Create and update investor communication materials such as investor Kit, IR Presentation materials or pitch book, result announcement and press release; collect and prepare relevant company internal/cross-functional data, aggregate and regularly update key information for investors
- Maintain and update company/IR website content, help strengthen information disclosure, transparency, corporate image and reputation
- Coordinate and support the logistic arrangement of investor/analyst meetings, conference calls, roadshows, site visits and conferences
- Track and collect information of industry, peers and brands news, events, analyst research reports
- Research other competitors financial statements and provide comparative analysis for the internal purpose
- Other requests or corporate projects assigned by the senior management

Requirements:

- College/Master graduated, major in finance/accounting are preferred. Fresh graduates are welcome.
- Good presentation and communication skills, ability to collaborate, detail oriented, superior office software processing capability (powerpoint, excel, words)
- Equipped with knowledge in financial industry, interested in financial statement analysis and corporate/shoe manufacturing/retails operations,
- Excellent written and verbal skills in both English and Mandarin

It is a golden opportunity for a candidate to develop his/ her profession in a sizable listed company in Hong Kong.

Interested parties please submit full resume and expected salary.

Set email to lucia.yu@yueyuen.com .

(Information provided by applicants will be treated in strict confidence and will be used for recruitment purpose only.)