Position: Investor Relations Associate

We are now seeking an Investor Relations Associate to become part of our global team, working abroad up to 11 months of the year with the opportunity to work hand in hand with the world’s most important personalities in the global business and political community. This is an entry-level position and as such during your training you will be working as an Investor Relations trainee. If successful over a 6-month term, you will be promoted to the Investor Relations Manager position and will be remunerated with a highly competitive financial package.

Our Investor Relations Associate is ultimately responsible for implementing our promotional strategies on the field through extensive research, interviews and media agreements (local and international), as well as for developing inter-market links and opportunities between the promoted destination and international counterparts. This involves a high level of international business development, public relations and writing skills:

The Investor Relations Manager responsibilities include:

- Extensive market research
- Establishing and developing an influential network in the country you are posted to
- Delivering oral and written presentations
- Acquiring the most appropriate event speakers: event programme development
- Interview political and business leaders that will be key event speakers
- Social media reporting (providing information and news feeds to the social media manager)
- Establishment of agreements with local media
- Establishment of inter-market links through collaboration agreements and barters between international bodies (chambers of commerce, diplomatic bodies, investor relations, PR firms, etc)
- Developing and acquiring the desired event audience based on the sponsor & speaker needs within the hosting destination

Desired Skills and Experience

Prior Experience Required:

- Background in Economics, Finance, International Business, Journalism, International Law. Exceptional ability to comprehend international business and financial markets
- Event experience is desired but not essential
• A commercial and a journalistic background will be highly valued
• Minimum of 2 years of professional work experience in a finance related or international business
• Bilingual English / Spanish required and any other languages are a plus

**Ideal profile characteristics:**

• An energetic, challenge driven self-starter with a ‘can-do’ attitude
• Ability to deliver excellence to tight deadlines
• Excel in a start-up environment: quick thinker and learner
• Exceptional commercial orientation and aptitude
• Exceptional persuasion and negotiation skills
• Exceptional communications skills: oral and written
• Rapidly adapts to different cultures and environments

This is a full time international position requiring an exceptional candidate

To apply, please send your resume to abrito@invivalink.com.