HO CHI MINH CITY SECURITIES CORPORATION

HEAD OFFICE
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RECRUITMENT NOTICE

Company Overview

Ho Chi Minh City Securities Corporation is a leading investment and financial services provider in Vietnam, servicing a comprehensive client base in one of Southeast Asia's fastest-growing economies and capital markets. Our clients comprise corporations, institutional investors, investment funds, government-owned companies, and individuals across different sectors, market segments and geographical locations. Our clients can consistently rely on our strengths in providing a vast array of integrated services which meet their financial and investment needs.

To serve the company's growth, we are looking for outstanding candidates for the following positions at the Head Office in Ho Chi Minh City.

Position: **Investor Relation Manager**

Job description

- Work closely with executive management team to determine communication strategy, including identification of key messages, for corporate strategy and all announcements.
- Manage and expand the investor relations program including maintaining and developing new relationships with industry analysts and the investment community
- Proactively seek understanding of institutional expectations or areas of concern and communicate to management, monitor shareholder positions and ownership trends.
- Prepare presentations for investor conferences and company meetings; support preparation of conference call scripts; coordinate/facilitate phone calls and meetings between senior management and the institutional community
- Maintain and develop relationships with institutional investors and analysts.
- Serve as primary liaison between company and the investment community and media.
- Manage the flow of financial and other related information between the company, shareholders and the financial community; manage internal and external IR activities (weekly/monthly reports/trackers)
- Contribute to generate creative ideas and produce PR & marketing materials for the company.

Key capabilities

- Fluent in English.
- Financial markets acumen with solid analytical and financial modeling skills
- Strong interpersonal savvy and astuteness
- Must possess excellent written, verbal and presentation skills
- Solid customer service skills
- Must possess solid organization/planning skills
- Presentable, friendly and ability to manage multiple tasks.
- Enthusiasm, open-minded, proactive and creative.
- Proficiency in Microsoft Applications (Excel, Word and PowerPoint)

Educational Qualification

- Bachelor's degree in Finance, Business Administration or related field is required..
- Minimum of 5 years experience in investor relations, corporate communications; preferably working for or with a publicity-traded company.

Location

- Head Office – Ho Chi Minh City

Compensations Competitive salary and benefit packages.

Mail application materials to:

Human Resources Department
Ho Chi Minh City Securities Corporation
Level 1 , 2 & 3 Capital Place Building
6 Thai Van Lung St., District 1, HCM City
Email: recruitment@hsc.com.vn

Administration Department
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