**Investor Relations Associate**

**ICR, LLC – Beijing, China**

ICR, one of the most highly-regarded Strategic Communications firms, is seeking a native English speaker to fill an Investor Relations Associate position in its Beijing office, covering multiple Chinese industries, including Technology, Consumer and Healthcare.

**Responsibilities of an IR Associate include:**

* Review, edit and ensure that all clients’ press releases and investor communications materials are written in a concise, accurate, and grammatically correct manner
* Ascertain that the tone, style, syntax, and punctuation of the written materials are aligned with the those typical of western financial newswire and investor preferences
* Interact with other bilingual IR associates to bridge the east-west cultural divide and ensure that Chinese ideas are properly expressed in the English writings
* Work with the MS Office Suite to ensure the final copies are properly and consistently laid out and formatted
* Track and report on our client’s competitor/peer business developments and financial results
* Prepare reports and analysis for client outlining investor feedback, financial results, stock price performance, changes to institutional shareholder base
* Assist senior members of the Asia team in preparing for client’s quarterly earnings calls, including drafting earnings releases, management Q&A preparation, and investor feedback
* Develop client marketing materials, including corporate press releases, letters to shareholders, investor fact sheets, and IR website content

**Job Requirements:**

* Native English speaker
* Bachelor’s Degree in English, Journalism, Communications or another writing-intensive major
* Excellent written and verbal communication skills
* Excellent copyediting and proofreading skills with working knowledge of Chicago Manual of Style, 16th Edition and Merriam-Webster’s Collegiate Dictionary, 11th Edition
* Strong self-motivation with the ability to work calmly, quickly, and accurately on multiple projects, and manage a large workload in a fast-paced, open-space environment
* Ability to organize and prioritize workload and take on new tasks as they arise to accommodate schedules and meet deadlines
* Excellent interpersonal skills and ability to work effectively and collaboratively with bilingual colleagues
* Attention to detail and effective time management skills
* Strong analytical thinking and critical reasoning skills
* Expert knowledge of Microsoft Office, particularly Word, Excel, and PowerPoint to ensure proper layout and formatting of the final proof
* Financial Services industry experience preferred, but not required
* Strong interest in or understanding of the equity markets a plus

If interested, please email [Selina.Liu@icrinc.com](mailto:Selina.Liu@icrinc.com) your resume and cover letter outlining why you think you are suitable for this position, your career goals and your desired compensation. Thank you!