



## **Georgia Capital is looking for Investor relations & Funding Officer**

### **About Us:**

We are a London Stock Exchange listed (LSE: CGEO LN), largest Georgia-based investment group with a portfolio of companies across various sectors.

Our portfolio of investments consists of LSE premium listed company – Bank of Georgia (Financial Services) and private companies: Georgia Healthcare Group (Healthcare – a holding company of EVEX, GEPHA and Imedi L), Georgia Global Utilities (Utility and Renewable Energy), Georgia Real Estate/m2 (Hospitality and Real Estate), Aldagi (Insurance), Georgia Beverages (Beverages), Education business, Greenway (Car Technical Inspection), Amboli (Car Services) and Redberry (Start-up Incubator and Digital Marketing).

### **Investor Relations & Funding Officer**

Investor Relations & Funding officer will report to the Head of Investor Relations and Funding and have *inter alia* the following responsibilities:

- Performing a comprehensive analysis, including the business financial and operational metrics, competition, economy;
- Creating presentations, press releases, and other communication materials for earnings releases, events, and presentations to analysts, brokers, and investors;
- Production of all annual reports, and other regulatory materials, with support from company secretary;
- Managing the investor targeted company website;
- Organizing conferences, roadshows, earnings conference calls, and investor meetings;
- Monitoring of analyst reports and summarizing them for senior management;
- Collaborating with interlinked departments such as finance, marketing, senior executives, CEO and CFO;
- Maintaining a company investor relations schedule.
- Communication and negotiation with IFIs/other creditors
- Communication with rating agencies
- Funding process support & accounting

### **Required qualifications:**

- Solid background in finance. An undergraduate or master's degree in finance, business or economics;
- Professional qualification such as CFA is desirable.
- At least 3 years of working experience in a relevant field;
- Fluency in written and spoken English and Georgian;
- Excellent knowledge of MS Office.
- Excellent written communication skills to prepare convincing presentations;
- Be detail-oriented and have problem-solving and analytical skills;
- The candidate must be highly motivated, a team player and also able to work independently;

**How to apply:**

In order to apply please fill the application form at:

<https://georgia-capital.hirehive.com/job/86194/investor-relations-funding-officer>

**Deadline to apply:** 8 October 2021

**Our Contact:** Phone: 032 2 000 000; Email: [careers@gcap.ge](mailto:careers@gcap.ge)