

## Investor Relations Officer

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Company: Marvel Realtors

Location: Pune

Category: sales-and-related

**Company Description**Marvel Realtors is a well-recognized name in the luxury real estate industry in Pune, with over 11 years and 24 million sq ft of construction under its belt. Marvel offers exclusive apartments of over 4000 sq ft, and is expanding to metro cities like Mumbai and Bangalore. The company has also recently ventured into commercial projects, providing top-quality commercial space for 21st century businesses. Marvel's team ensures in-house construction, superior finishes, routine checks on cost and time over-runs, and detailed project scheduling and estimations, with a focus on surpassing its own benchmarks.

**Role Description**This is a full-time on-site role of Real Estate Investor located in Pune. The Investor Relations officer who has worked in any real estate firm and having experience for identifying, analyzing and recommending investment opportunities, developing and implementing investment strategies, and managing investment portfolios in line with Marvel Realtors' goals. The Real Estate Investor will also work with investors, and other stakeholders to ensure profitable and sustainable investments in real estate.

**Responsibilities for investor relations**Manage internal and external vendor relationships conferencing, webcasting, stationary, print house, computer equipment and office furnishingsKeep a centralized filing system including for disclosure documents such as the Annual Report, Quarterly Report to Shareholders, ProxyMaintain contact lists of all analysts, investors, rating agencies, and internal distribution listsGeneral administrative activities - Filing and organize and distribute mailHandling marketing materialsAd hoc projects for head marketerLiaise with firm's general counselMaintain firm's CRMPrepare monthly reports based on monthly incoming subscriptions and redemptions

**Qualifications**Experience in Investments, Finance and Real

EstateExperience in working with investors and investment propertiesExcellent analytical and problem solving skillsExcellent communication and interpersonal skillsAbility to work effectively within a team, and take ownership of projectsStrong project management skills with a keen eye for detailBachelor's or Master's degree in Real Estate, Finance, Business or related fieldCall us 8956219528

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