

## Investor Relations Officer

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Company: Marvel Realtors

Location: Pune

Category: other-general

### 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 furnishings

Keep a centralized filing system including for disclosure documents such as the Annual Report, Quarterly Report to Shareholders, Proxy

Maintain contact lists of all analysts, investors, rating agencies, and internal distribution lists

General administrative activities - Filing and organize and distribute mail

Handling marketing materials

Ad hoc projects for head marketer

Liaise with firm's general counsel

Maintain firm's CRM

Prepare monthly reports based on monthly incoming subscriptions and redemptions

Qualifications

Experience in Investments, Finance and Real Estate

Experience in working with investors and investment properties

Excellent analytical and problem solving skills

Excellent communication and interpersonal skills

Ability to work effectively within a team, and take ownership of projects

Strong project management skills with a keen eye for detail

Bachelor's or Master's degree in Real Estate, Finance, Business or related field

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