



Job Title: Manager – Corporate Access – Institutional Equities

Location: Mumbai

Company: Choice Equity Broking Pvt. Ltd.

Department: Research

Reports to: Head of Research

Job Overview:

The primary goal of this role is to provide institutional clients with timely and strategic access to senior management and key stakeholders of public and private companies. The focus is to facilitate important meetings, events, and dialogues that allow institutional investors to make informed decisions on their investments.

Key Responsibilities:

- **Event Coordination:** Organize and execute corporate access events, including non-deal roadshows, conferences, and field trips, to connect investors with corporate executives.
- **Client Relationship Management:** Develop and maintain strong relationships with both institutional investors and corporate clients, understanding their needs and facilitating effective communication.
- **Market Analysis:** Monitor market trends and sector developments to identify opportunities for corporate access events that align with investor interests.
- **Logistics Management:** Oversee the logistical aspects of events, including scheduling, travel arrangements, and venue coordination, ensuring a seamless experience for all participants.
- **Data Management:** Maintain accurate records of events, participant feedback, and engagement metrics to assess the effectiveness of corporate access initiatives.

Qualifications:

- Bachelor's degree in Business, Finance, or a related field.
- Proven experience in event planning, investor relations, or a similar role within the financial services industry.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Ability to analyse market trends and identify opportunities for client engagement.
- Proficiency in Microsoft Office Suite and event management software