Job Description

Senior Investor Relations Associate

Location: Nariman Point, Mumbai
Work Mode: In Office
Experience: 2 – 4 Years
Compensation: Based on last drawn
Company: Valorem Advisors

About Valorem Advisors

Valorem Advisors is a leading Investor Relations and Financial Communications firm with a team of over 65 professionals based in Nariman Point, Mumbai. We work with listed mid-cap and small-cap companies to strengthen their engagement with institutional investors, analysts, and the broader capital markets.

We are looking for an experienced Investor Relations professional who can independently manage client relationships, drive investor engagement, and contribute to strategic communication initiatives.

Role Overview

As a Senior Investor Relations Associate, you will manage end-to-end investor relations activities for multiple listed companies. You will serve as the primary liaison between clients and the investment community while ensuring effective communication, strong investor engagement, and strategic market positioning.

This is a client-facing role that requires strong financial knowledge, excellent communication skills, and the ability to build long-term relationships with promoters, senior management, institutional investors, and analysts.

Key Responsibilities

Client Relationship Management

- Independently manage a portfolio of listed company clients.
- Act as the primary point of contact for promoters, CFOs, Company Secretaries, and senior management.
- Understand client objectives and develop effective investor communication strategies.
- Conduct periodic review meetings with client management teams.

Investor Engagement

- Build and maintain relationships with institutional investors, mutual funds, FIIs, family offices, analysts, and brokers.
- Conduct investor outreach through meetings, conference calls, roadshows, and investor conferences.
- Generate investor interest and facilitate meetings between investors and client companies.
- Track investor feedback and provide strategic recommendations to clients.

Financial Research & Market Intelligence

- Analyze quarterly and annual financial statements, earnings releases, annual reports, and industry developments.
- Monitor peer performance, sector trends, valuation metrics, and market sentiment.
- Provide actionable market insights based on investor feedback and industry developments.

Investor Communication

Prepare and review:

- Earnings Presentations
- Investor Presentations
- Press Releases
- Earnings Call Scripts
- Q&A Documents
- Fact Sheets
- Company Profiles
- Investor FAQs
- Management Briefing Notes

Ensure all communication materials are accurate, consistent, and aligned with regulatory requirements.

Results Season Execution

- Coordinate quarterly earnings activities from planning to execution.
- Manage timelines across internal teams and clients.
- Support management during earnings calls and investor meetings.
- Handle post-results investor follow-ups.

Leadership & Team Development

- Mentor and guide Investor Relations Associates.
- Review presentations and investor communication materials.
- Conduct internal knowledge-sharing and training sessions.
- Support recruitment and onboarding of new team members.

Business Development Support

- Assist senior leadership during client pitches and proposal preparation.
- Participate in prospective client meetings.
- Identify opportunities to strengthen existing client relationships.

Required Skills

- Excellent verbal and written communication skills.
- Strong presentation and storytelling abilities.
- Sound understanding of equity markets and financial statements.
- Ability to simplify complex financial concepts.
- Strong stakeholder and client relationship management skills.
- High attention to detail.
- Excellent project management and multitasking abilities.
- Professional and confident client handling skills.

Preferred Qualifications

- CFA Level III (Preferred)
- MBA (Finance)
- CA

Preferred Background

Candidates with experience in any of the following will be preferred:

- Investor Relations
- Equity Research
- Institutional Sales
- Investment Banking
- Capital Markets
- Financial Communications
- Buy-side / Sell-side Research

What We Offer

- Exposure to CXOs, Promoters, Institutional Investors, and Analysts.
- Opportunity to work with multiple listed companies across diverse sectors.
- Performance-based incentives and career growth.
- Participation in investor conferences, roadshows, and analyst interactions.
- Collaborative and fast-paced work environment.
- Continuous learning and professional development.

Who Should Apply?

This role is ideal for professionals who:

- Have 2–3 years of experience in Investor Relations or related capital market roles.
- Possess strong knowledge of financial markets and listed companies.
- Can independently manage client relationships.
- Enjoy interacting with senior management and institutional investors.
- Aspire to build a long-term career in Investor Relations and Financial Communications.

If you are passionate about capital markets, investor engagement, and strategic communication, we would love to hear from you.