

DENNARD LASCAR INVESTOR RELATIONS



Investor Relations Associate – Houston, Texas

Position Description

The Associate manages and supports the activities and communications between Dennard Lascar's clients and the clients' shareholders, the investing public and other members of the financial community, including financial analysts and institutional investors. This role works strategically within multiple Dennard Lascar teams to support the senior management of publicly-traded companies in various industries. The objective is to provide helpful and timely investor information and trading analytics by Dennard Lascar for its clients in their decision-making processes and perform duties across project teams to maximize investor relations efforts on behalf of the firm.

Duties & Responsibilities

- Support the quarterly earnings process, which includes drafting and editing earnings releases and conference call scripts, as well as assisting the client on the day of the earnings conference call
- Draft and edit non-earnings releases, coordinate distribution over newswires, liaise with legal counsel and notify the appropriate stock exchange
- Analyze the shareholder base of client companies on a quarterly basis to help management and boards of directors understand shareholder composition and trends
- Assist in the development and editing process of Power Point presentations
- Generate profiles on institutional investors in investor CRM database to help clients prepare for meetings at industry conferences, non-deal roadshows and scheduled calls with analysts and institutional investors
- Coordinate communications between clients and conference organizers to confirm registration, logistics, one-on-one meetings, etc.
- Track investor meetings and phone call activities in investor CRM database and perform institutional investor targeting for non-deal roadshows
- Participate in Investor Day planning and preparation
- Examine analyst models to review financial metrics and estimates, and proactively contact appropriate sources to correct any inaccuracies and/or outdated information
- Monitor company information on financial websites and databases, and contact appropriate sources to correct any inaccuracies and/or outdated information
- Assist in the development and maintenance of information for the Investor Relations section of client websites
- Maintain company-wide business development leads and updates using Salesforce
- Lead training of associates and summer interns

Qualifications

- Ability to work in a fast-paced, dynamic environment
- Self-motivated, detail-oriented, a quick learner and team player
- Strong PowerPoint, Word, Excel, and Outlook skills
- Strong oral and written communication skills
- Ability to meet deadlines; ability to manage and prioritize simultaneous projects
- Ability to develop relationships with teammates, clients and members of the financial community
- Ability to take initiatives, follow through on assignments, complete projects with minimal instruction, and work independently
- Degree in Business, Economics, Accounting or Finance preferred
- Knowledge of Thomson Eikon, Ipreo, Street Events, and Factiva a plus
- Public company and/or previous client work experience a plus

At Dennard Lascar, you'll thrive, learn and grow in a supportive environment that values fresh ideas, cultivates team work and collaboration and encourages critical-thinking.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

DENNARD LASCAR INVESTOR RELATIONS

Ken Dennard or Jack Lascar at 713-529-6600

ken@denardlascar.com;

jlascar@dennardlascar.com

