Call for expression of interest for recruiting an Investor Relations Officer

The Hellenic Financial Stability Fund ("Fund"), is a Legal Entity of Private Law, established by Law 3864/2010. The Fund is headquartered in Athens and its duration is set to December 31st 2022, with the possibility of renewal following a decision by the Minister of Finance. The Fund intends to recruit an **Investor Relations Officer**. The candidate will be selected on the basis of an assessment of qualifications and will be recruited under a private-law, fixed-term contract, renewable. The remuneration will be determined according to candidate’s qualifications and experience and the Funds internal policies. The staff of the Fund has a duty of loyalty to the Fund and a duty of strict confidentiality according to the provisions of Law 3864/2010, as in force. The staff of the Fund may not be employed by credit institutions under the supervision of the Bank of Greece or to legal entities belonging to the same group as those credit institutions for three (3) months from the retirement or for any reason expiring in the Fund.

**Position requirements and qualifications:**
- Minimum eight (8) years of experience in banking in the area of investors relations. Candidates with equity analysis background focusing on the financial services as well as candidates from private equities should also be considered.
- Proven track record of relationship with investor community and shareholders
- Very good knowledge of Greek and European regulatory framework regarding banks
- Bachelor’s and postgraduate degrees from Greek or foreign University in business, economics, banking, or related fields.
- Excellent knowledge of MS Office (Excel, PowerPoint, Word)
- Excellent command of the English language, including financial/risk terminology.
- Strong communications skills and digital writing skills
- Analytical thinking and deep understanding of financial services sector
- Strong technical knowledge of the financial services sector
- Experience in corporate governance with a focus on the European capital markets would be considered as an asset

**Main Responsibilities**
- Responsible for the communication and the engagement strategy of the fund with investor community
- Leverage different channels to ensure effective communication
- Analyze, establish and maintain relationships with investors and banks’ shareholders
- Preparation of investor communications and marketing material for internal and external use
- Investor event organization and preparation
- Dealing with investor and other related queries
- being the receiving and internally disseminating and sending point of media inquiries and HFSF communication

Interested parties are requested to send a detailed curriculum vitae in English, to the address mentioned below by 13/10/2019, together with a letter stating the reasons they believe that they are suitable for the job. Applications must be sent electronically to e-mail: HR@hfsf.gr under the heading "Hellenic Financial Stability Fund". All requests will be assessed under highest confidentiality. Only candidates who fulfil the profile will be contacted in order to proceed to the next step.