



# Investor Relations Analyst

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Harvest One is a global cannabis company delivering high-quality, innovative cannabis products and technology to regulated markets around the world. Through our wholly-owned subsidiaries United Greeneries, Satipharm and Dream Water, shareholders gain access to the entire value chain of the global cannabis industry and beyond. Each business is strategically located in favourable jurisdictions with supportive regulatory frameworks in place. United Greeneries has a Canadian ACMPR cultivation and sales license, making Harvest One one of only a few companies globally with the capacity to commercially cultivate and sell medicinal grade cannabis in a federally regulated environment.

## Job Summary:

The Investor Relations Analyst will be based out of our Vancouver office and will play a crucial role with our retail investors. This individual must have a positive attitude, highly motivated with exceptional work ethic. They must be comfortable in a fast-paced working environment with a solid understanding of the financial markets and ability to convey information to external investors with ease. The individual will also work closely with our digital marketing department to help manage investor media channels of various types as well as keep all investor information up-to-date including presentations, fact sheets, reports, and any other types of investor related documents.

## Key Responsibilities:

- Manage day-to-day relationships as key point of contact for the retail investment community including taking incoming calls and making outgoing calls
- Support management create presentation, press releases, and other investor facing communications
- Assist with annual/ monthly/ weekly reporting
- Assist in conferences, meetings, and other required events
- Ability to contribute to overall investor relations strategy
- Manage day-to-day relationships with our media partners
- Assist with social media content as it relates to investment markets

## Skills & Qualifications:

- Minimum 3 years experience in a finance related role with an emphasis on capital markets
- Bachelor's Degree or Diploma/Certificate in relevant field
- Exceptional written and communication skills
- Strong understanding of digital space including social media
- Design capabilities, public relations experience and familiarity with analytics programs considered an asset
- Self-sufficient and very detail oriented with strong organizational skills
- Understanding of a "start-up" setting and risks involved
- Exceptional customer service skills