

Investor Relations Officer - Euronext

The Investor Relations Officer is part of Euronext's IR team, which is part of the Communications and Investor Relations department (circa 50 people across 12 countries), inside the Finance team, and reports to the Investor Relations Senior Manager.

Euronext is listed since 2014 and its market capitalisation was multiplied by 6 in 10 years to reach 10BN€ in 2024. Euronext stock is covered by 22 international sell sides analysts. The capital is comprised of 75% free float, with a majority of UK and US institutional investors, alongside French, Swiss, German, and Italian investors, mainly long-only, growth investors.

The fast development of Euronext requires to constantly communicate to investors to ensure the market understands Euronext's strategy and transformation. The unique positioning of Euronext and the IR team allows to tackle strategic, systemic projects with a strong entrepreneurial spirit in an international environment. The IR team evolves in a demanding and very motivating company culture, and responds with high standards to external and internal requests. The IR team deals on a daily basis with investors and analysts relationship management. The team is in charge of the link between the market and the company. Its role also comprises reporting market sentiment and industry monitoring to the top management and Supervisory Board.

Being in touch regularly with business owners, analysts and investors, this position opens many opportunities to expand skillset and expertise in investor relations and the broader financial industry.

Key accountabilities

Support Communications and Investor Relations team in all aspects of investor relations, with emphasis on creating, drafting, and editing external financial communication materials and keeping abreast of industry and market developments.

- **Financial Communications:** Create, draft, and edit financial communication materials, such as press releases, presentations, speeches, and Q&As. Work closely with Communications team members and business leaders to ensure the consistency of messaging across the group.
- **Analyst and Investor Engagement:** Manage inquiries from analysts and investors. Maintain and update consensus and target price monitoring. Contribute to the weekly internal market monitoring report.
- **Competitive Analysis:** Perform in-depth competitive analysis, focusing on financial metrics and differentiation.
- **Event Planning and Coordination:** Develop and maintain the annual roadshow and conference plan. Organize conferences, roadshows, conference calls, and investor meetings in coordination with the team's assistant. Participate in investor meetings and conferences with the Group CEO, Group CFO, and/or Group CCIO.
- **Investor Days Preparation:** Support the preparation of Investor Days, including logistics, building the equity story and developing financial communications materials.
- **Ad-hoc Reporting:** Prepare reports for top management and the Supervisory Board on analyst reactions, investor feedback, top 50 shareholders, market perception, share price performance, competitor KPIs, financial guidance, and capital allocation policy.
- **Universal Registration Document:** Be the lead on the preparation and publication process of the Universal Registration Document, liaising with internal stakeholders, auditors, and the design agency.
- **IR Website Management:** Maintain and enhance the investor relations website.
- **Regulated Information:** Distribute regulated information to the financial community and maintain an up-to-date investor and analyst database.
- **ESG Projects:** Respond to ESG questionnaires and manage ESG-related IR projects. Align materials with the latest ESG reporting regulations

The key accountabilities outline the main activities but are not exhaustive. The role evolves based on expertise and ongoing projects.

Your profile

- **Experience:** Background in accounting/finance, investor relations or financial communications. 2-3 years of experience in a similar role or audit firm is a plus.
- **Technical skills:** Proficient in using modelling and frameworks to analyze P&Ls and balance sheets. Strong command of PowerPoint, Excel and Word for presenting financial and industry data visually and graphically. Very high level of attention to details and precision.
- **Financial markets knowledge:** Quick learner with an interest in financial markets, ability to present complex information in a compelling way;
- **Project coordination:** Comfortable working in a fast-paced environment and managing multi-stakeholder projects.
- **Relationship building:** Strong relationship-building skills with key internal stakeholders and the investment community, ability to collaborate with the executive team. Ability to work in demanding environments, with short deadlines.
- **Language skills:** Excellent written and verbal skills in English; professional proficiency in French.
- **Attention to detail:** Proactive and detail-oriented approach essential for success in the role.

We are proud to be an equal opportunity employer. We do not discriminate against individuals on the basis of race, gender, age, citizenship, religion, sexual orientation, gender identity or expression, disability, or any other legally protected factor. We value the unique talents of all our people, who come from diverse backgrounds with different personal experiences and points of view and we are committed to providing an environment of mutual respect.

For more information or to apply, check out Euronext's [career page](#) or contact the IR team at ir@euronext.com.