

Investor Relations Analyst

DPM Metals Inc.

Company Description

DPM Metals Inc. (DPM) is a Canadian-based international mining company with operations and projects in Bulgaria, Ecuador, Serbia, and Bosnia. Its portfolio includes the Chelopech underground gold-copper mine and the Ada Tepe open-pit gold mine in Bulgaria, as well as the Loma Larga project in Ecuador and the Čoka Rakita exploration project in Serbia.

Role Description

Support the execution of DPM's investor relations strategy and plans. The Investor Relations Analyst is responsible for analyzing financial and market information, supporting the preparation of investor communications and materials, and coordinating investor marketing and engagement activities, including conferences, roadshows, and mine tours. This role helps ensure clear, consistent, and accurate communication with the investment community and provides analytical and administrative support to the Investor Relations function.

Responsibilities

Primary

Investor Communications Materials

- Assist in the preparation of quarterly earnings materials, including presentations, scripts, Q&A documents, and Board report materials.
- Develop and maintain investor relations materials, including investor presentations, fact sheets, briefing notes, and content for the Investor Relations section of the corporate website.
- Support the preparation and review of investor communications materials to ensure consistency, accuracy, and alignment with corporate messaging.
- Prepare briefing materials for senior management in advance of investor engagements, meetings, conferences, and roadshows.

Financial and Market Analysis

- Analyze financial, market, peer, and shareholder information to support the investor relations strategy and ongoing engagement activities.

- Track analyst reports, summarize key findings for management, and monitor estimate changes and market sentiment.
- Monitor shareholder activity and maintain shareholder lists and related tracking files.
- Support development of market intelligence and investor feedback summaries to help inform management.

Investor Engagement and Event Coordination

- Support the organization of earnings calls, investor meetings, conferences, roadshows, and mine tours.
- Coordinate meeting logistics, schedules, materials, and follow-up items related to investor engagement activities.
- Track investor engagements and maintain contact management databases and investor profiles.
- Support the development and management of the annual investor relations calendar.

Cross-Functional Collaboration

- Collaborate with Finance, Communications, and senior management to help ensure consistent and accurate messaging to the investment community.
- Work with internal stakeholders to gather information required for investor materials, Q&A documents, presentations, and investor responses.
- Support alignment between investor relations messaging and broader corporate disclosures and communications materials.

Administrative and Departmental Support

- Support various department administrative tasks, including budgeting, expense tracking, invoice processing, and vendor management.
- Maintain organized records of investor relations activities, materials, contact information, and engagement history.
- Assist with ad hoc research, analysis, and special projects in support of the Investor Relations team.

Secondary

- Support updates to investor relations processes, templates, and tracking tools to improve efficiency and consistency.
- Assist with benchmarking of peer disclosure, investor presentation practices, and market communications.
- Contribute to the continuous improvement of investor relations materials and engagement approaches.
- Provide additional support for external events, special projects, and cross-functional initiatives as required.

Qualifications

Knowledge

- Knowledge of investor relations, capital markets, financial analysis, and corporate disclosure practices.
- Understanding of financial statements, business performance metrics, and market dynamics.
- Familiarity with shareholder tracking, analyst monitoring, and investor engagement processes.
- Knowledge of Bloomberg, Capital IQ or similar applications and investor relations support tools or contact management systems.
- Knowledge of the mining industry or related natural resources sector is considered an asset.

Skills

- Strong analytical and financial interpretation skills.
- Advanced proficiency in Microsoft Office, particularly Excel and PowerPoint.
- Strong writing, editing, and presentation preparation skills.
- Strong organizational, coordination, and administrative skills.
- Ability to handle confidential information with professionalism and discretion.

Education

- Bachelor's degree in Finance, Accounting, Economics, Business, Mining or Geology, or a related field.

Experience

- 2+ years of relevant experience in investor relations, investment banking, equity research, financial planning & analysis or a related field.
- Experience analyzing financial and market information and summarizing findings for internal stakeholders.
- Experience supporting preparation of presentations, briefing materials, reports, or external-facing corporate materials.
- Experience in a public company, mining company, financial institution, or related industry is considered an asset.

Professional Certificates

- CFA, CPA, or progress toward a relevant professional designation is considered an asset.

Application

For interested candidates, please submit your resume to recruitment@dpmmetals.com.