



MedMen Enterprises - Associate, Investor Relations
- Job Description -

The associate of investor relations, under the supervision of the head of investor relations, supports MedMen's communications with existing and potential investors. The associate position is primarily responsible for executing the day-to-day tasks as directed by the head of investor relations. This includes but is not limited to preparing memos and presentations, coordinating the creation of collateral materials, maintaining the investor relations website, research, responding to inquiries from shareholders and potential investors, all the while upholding MedMen's mission and values. This position requires high organizational skills, superb communication skills (writing skills are a must) and a working understanding of the financial world, preferably of public capital markets. The associate of investor relations is someone who is highly analytical, but also able to think outside the box and find creative ways to get the job done.

The associate also must have interpersonal skills, this is a position that requires daily interaction with internal departments and serving as a point of contact to external clients and vendors.

Responsibilities:

- Support the development, production and update of investor marketing materials including press releases, investor presentations, collaterals, IR website, fact sheets.
- Field inquiries from investors and potential investors, respond appropriately or forward to designated points of contact within the company, per direction.
- Maintain relevant databases, including company's CRM.
- Support timely communications with investors and coordinate responses to inquiries.
- Conduct research including competitive analysis of industry peers, comprehensive benchmarking, prospective investors, analysts.
- Manage logistics for investor conferences, non-deal road shows, earnings calls and investor meetings.



Competencies

- Ability to read and analyze financial statements.
- Skilled in research and data collection.
- Strong project management skills.
- Basic knowledge of the stock market, capital markets and public companies.
- Strong initiative and drive; self-starter.
- Strong attention to detail and quality of work product.
- Excellent time management skills and ability to prioritize multiple projects and deadlines.
- Outstanding written and verbal communication skills.
- Proficiency in Microsoft Office.
- Experience using financial database platforms desirable.

Required Education and Experience

- Bachelor's degree in business, accounting, finance, communications or related field
- Minimum of two years' experience in IR or related field such as corporate finance or private equity

Please submit resume and cover letter to Stéphanie Van Hassel at Stephanie.vanhassel@medmen.com.

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