



Liberty Media Corporation

Investor Relations Coordinator

Englewood, CO

Description

Ranked in the top five of *Fortunes World's Most Admired Companies*, and ranked in the top five of the *Denver Business Journal's* review of **Best Places to Work** among large companies, Liberty Media Corporation, located in the Meridian office park area in south Denver, is a dynamic organization that owns a broad range of media, communications and entertainment businesses and investments. The team at Liberty Media also manages activities at Qurate Retail Group, GCI Liberty, Liberty Broadband, Liberty TripAdvisor Holdings, and Liberty Expedia Holdings through shared service agreements. Liberty Media offers a competitive salary and excellent benefits.

We have an immediate opening for an **Investor Relations Coordinator**. Under the direction of the SVP of Investor Relations, the Investor Relations Coordinator is responsible for providing general administrative support to the Investor Relations department, and will assist in the development, production and updates of investor communications and presentations. This position is also primarily responsible for coordinating and executing the logistics for all investor relations events and meetings.

Essential Functions

- Manage the Company's annual investor meeting in New York, to include oversight and management of all hotel, venue, dinner reservations, meeting registration and event experience details. Lead additional event functions including contract execution, logistic coordination, and selection of new vendors.
- Manage investor relations aspects of the Company's annual and special shareholder meetings.
- Project manage additional events led by IR which to include planning and oversight of company investor meetings and PAC events.
- Assist in preparation of the Company's annual report and proxy statement, including coordinating the mailing of these documents to maintain compliance with SEC requirements.

- Manage investor, media, Board, vendor and other correspondence and inquiries, including monitoring the Investor Relations Line and acting as the central point of contact for investor communications and inquiries.
- Assist in review and maintenance of vendor relationships including all billing, cost analysis and contract renewal/comparison.
- Participate on the Company's Liberty Gives committee, including handling administrative aspects of the Liberty Gives Foundation.
- Assist shareholders in obtaining account and cost basis information.
- Maintain investor relations database regarding investors, analysts and press contacts for distribution of press releases, conference invitations and other materials.
- Coordinate distribution of press releases and investor materials.
- Coordinate and manage investor relations conferences.
- Manage and coordinate calendars and schedules of investor relations department members. Maintains ongoing IR calendar of all events.
- Communicate effectively with all levels of internal personnel and outside clients, and vendors in a fast paced environment.
- Maintains and protects confidential corporate information.
- Manage expense reporting and reimbursement process for department members.
- Manage time keeping records for department members.
- Register department members for investor and trade conferences.
- Perform typing and word processing duties as required.
- Create and revise PowerPoint presentations.
- Answer telephones, take messages, and transfer calls as necessary.
- Schedule and plan meetings and conferences and arrange conference calls.
- Make arrangements for business travel and meetings, including hotel, air and ground transportation requirements.
- Schedule and make reservations for accommodations and entertainment for Company visitors.
- Monitor emails to and from selected department members.

- Handle communications with affiliates, vendors and others.
- Perform general clerical duties such as photocopying, faxing, mailing and filing.

Skills/Qualifications

- Bachelor's degree preferred.
- A minimum of 3 years of experience in Investor Relations, or as an Executive Assistant within a fast paced, professional environment.
- Ability to function professionally under pressure (both independently and in collaboration with others), while managing multiple projects and deadlines.
- High proficiency and knowledge of MS Office applications including Word, Power Point, Excel and Outlook.
- Ability to make well-informed decisions and exercise good judgment and discretion in a fast paced environment and in a variety of situations, including in the absence of express direction.
- Ability to accurately perform basic mathematical calculations.
- Ability to accurately prepare and maintain complex records, reports and files.
- Ability to communicate effectively and professionally, both orally and in writing.
- Ability to maintain confidentiality and strong ethical standards.
- Ability to work in an organized fashion, manage time effectively, take initiative, meet deadlines and multitask.
- Ability to interact positively with co-workers, supervisors, Company personnel, outside vendors and third parties.
- Ability to quickly understand and comply with Company policies, procedures and practices.
- Occasional after hours work may be required.
- Some travel required.

To apply for this position, please email your resume and qualifications to Liberty Media at jobposting3@libertymedia.com. No phone calls please.

Liberty Media Corporation is an equal opportunity and drug-free workplace employer.