

Sterling Management, LLC

Position: Investor Relations Manager
Function: Legal
Reports to: President
Type: Full Time
Location: Fargo, North Dakota
FLSA Status: Exempt

Sterling Management, LLC is the Advisor to, and is responsible for, managing the day-to-day affairs of Sterling Multifamily Trust and Sterling Office and Industrial Trust (“Sterling”).

DESCRIPTION

This position is primarily responsible for managing the trust’s investor relations function. Tasks include, but are not limited to, working with the Trust’s transfer agent to effect transactions and ensure the accuracy of investor data, responding to investor inquiries, preparing and distributing investor communications, maintaining statistical information in the investor base, ensuring accurate processing of dividends and tax preparation, and assisting with legal and regulatory compliance requirements. The position will assist in other projects and analysis, as needed.

The candidate must rely upon experience and judgment to plan and accomplish goals in a timely manner, including the ability to work under tight deadlines. The candidate must have excellent analytical and problem-solving skills. Leadership, strong written and verbal communication skills, and interpersonal skills are essential to this position in order for the candidate to work with management, investors and with various third parties.

EDUCATION AND WORK EXPERIENCE

- Bachelor's degree in an academic field directly related and essential to this position.
- 5+ years of experience as a Paralegal, Human Resources, or Communications professional or equivalent.
- Strong interpersonal skills are a must; Candidate must be comfortable dealing with investors on the phone and in person.
- Proven ability and desire to build and maintain strong relationships.
- Ability to independently manage and prioritize tasks with poise, and work under pressure
- Excellent writing and proofreading skills.
- Proven experience in Microsoft Software Applications (Excel, PowerPoint, Word and Outlook). Experience with ACT software a plus.

REQUIRED QUALITIES

- Seeks challenges and self-development; demonstrates high levels of expertise and shows commitment, self-confidence and integrity.
- Sets thoughtful priorities, accurately performs the work, and see things through to closure.
- Responsible, pro-active and accountable for your actions.
- Demonstrates good communication through active listening, presentation skills and effective verbal and written skills.
- Ability to work within a team to achieve group goals; is considerate and aware of others when taking action.

PHYSICAL REQUIREMENTS

- Ability to lift up to 30 lbs.
- Ability to travel.
- Valid Driver's license and insurable driving record.
- Requires prolonged sitting with occasional walking, standing, bending, stooping and stretching.

The duties described above are the general nature of work performed. The foregoing description is not intended to be a complete or comprehensive list of all the duties, activities, and responsibilities required. Supervisors or managers may ask the individual to perform other duties as needed and/or required.

Management has the right to revise this position description at any time. The position description is **not** a contract for employment, and either you or the employer may terminate employment at any time and for any reason.

EOE/AAP/Drug Free Employer