



Job Description

Position Summary and Key Responsibilities

UltraGreen.ai is the global leader in AI-powered fluorescence imaging technology, revolutionizing surgical outcomes through real-time tissue perfusion visualization. Join us at our strategic APAC headquarters as we accelerate next-generation surgical technology adoption worldwide.

The Investor Relations (IR) role is responsible for developing and executing the company's investor relations strategy to ensure transparent, timely, and accurate communication between the company, the investment community, and regulatory bodies.

The IR Manager works closely with the Chief Financial Officer, Finance Controller, and Corporate Communications to manage disclosures, prepare investor materials, and handle inquiries from shareholders, analysts, and the media.

This role is critical in maintaining investor confidence, supporting fair valuation of the company's shares, and ensuring compliance with SGX Listing Rules and continuous disclosure obligations.

This position requires a professional with strong financial acumen, excellent communication skills, and proven experience in investor relations or capital markets within an SGX-listed or IPO environment.

Investor Relations Strategy & Execution

- Develop and implement the company's investor relations strategy in alignment with corporate goals and financial objectives.
- Act as a key point of contact for investors, analysts and shareholders.
- Organize and manage investor briefings, results presentations, and conference calls for half-year and full-year results.
- Build and maintain strong relationships with institutional investors, research analysts, and other capital market participants.
- Coordinate analyst and investor meetings, roadshows, and conferences (in Singapore and overseas).
- Respond to investor queries with accurate, consistent, and compliant information.
- Maintain an updated shareholder and analyst database and monitor market perceptions of the company.

Financial Communications & Disclosure

- Support the CFO to manage quarterly and annual results announcements, earnings releases, investor presentations, management discussions & analysis (MD&A) and other related materials.
- Coordinate the preparation of annual reports, shareholder communications, and SGX filings.
- Ensure that all public disclosures align with financial data and comply with SGX Listing Manual Rule 703 (Disclosure of Material Information).
- Ensure timely, transparent, and accurate disclosure of financial and operational information in accordance with SGX listing requirements.
- Support drafting of Annual Report shareholder sections, including the "Investor Relations Review," "Shareholding Statistics," and "Market Performance" pages.



Market Intelligence & Analysis

- Monitor market trends, peer company performance, and investor sentiment to provide insights to senior management and the Board.
- Gather and analyse feedback from the investment community to support corporate strategy and communications.
- Provide regular market intelligence reports to management on investor sentiment and trading activity.
- Advise CFO and Finance Controller on trends in corporate disclosure, valuation methodologies, and analyst expectations.

Shareholder Engagement

- Support the preparation and logistics for AGMs and EGMs, including Q&A materials and investor FAQs.
- Engage with both institutional and retail shareholders to promote understanding of the company's strategy and governance standards.

Compliance and Corporate Governance

- Ensure that all investor communications meet SGX continuous disclosure requirements and Code of Corporate Governance 2018 principles on transparency.
- Liaise with Company Secretary and Legal Counsel to review all investor-related announcements and Q&A for compliance.

Corporate Events and Internal Collaboration

- Support investor meetings, roadshows, analyst briefings, and Annual General Meetings (AGMs).
- Support participation in investor conferences and industry events.
- Partner closely with the finance, corporate communications, and legal teams to ensure consistency of messaging.
- Work with Corporate Communications to align messaging across investor and media channels.
- Support senior management in preparing speeches, Q&As, and investor decks.
- Build frameworks supporting M&A communications and strategic alliance announcements
- Support due diligence communications for corporate development opportunities
- Support internal communications ensuring consistent alignment across global teams.
- Assist in preparing CEO or CFO media statements and interviews related to financial results or strategic updates.
- Support crisis communication efforts involving financial or market-sensitive matters.

Flexibility to travel across the group to support business and strategic activities.



Qualification, Experience and Capabilities

- Bachelor's degree in Finance, Business, Economics, Accounting, or a related discipline.
- 10 years + of relevant experience in investor relations, corporate communications, or financial analysis in a listed company or financial institution.
- Prior experience with a Singapore-listed (SGX) company or a recently IPO-listed entity is required.
- Strong knowledge of SFRS(I) reporting standards, and financial market dynamics.
- Proven success in high-growth companies (Series B+ or public companies preferred)
- Strong understanding of financial statements, capital markets, and valuation principles.
- Strong APAC and Singapore financial current knowledge an advantage.
- Excellent verbal and written communication skills with the ability to articulate complex information clearly.
- Proven ability to engage with senior management and external stakeholders confidently.
- High integrity, attention to detail, and ability to perform under pressure in a fast-paced environment.

Why Join UltraGreen.ai?

- Be part of a pioneering company driving the future of fluorescence-guided surgery and surgical innovation.
- Opportunity to shape the adoption of advanced technology in the surgical field across Southeast Asia.
- Collaborate with world-class surgeons and healthcare professionals, as well as international teams based in Europe and the USA, to make a meaningful impact on patient outcomes.
- Competitive compensation and benefits package.

Application Process:

If you are an accomplished and strategic **IR professional** ready to lead and elevate our communications efforts during a high-growth, high-impact phase, we'd love to hear from you. Please send your CV and a cover letter outlining your experience to careers-apac@ultragreen.ai