

<b>Designation</b>	Associate - Content and Graphics Design
<b>Qualification</b>	Degree level qualification or equivalent work experience
<b>Location</b>	Pune
<b>Experience</b>	4 to 6 years

**Role and Responsibilities:**

- Create presentation slides bringing the most out of the visual content available and can convert scripts into PowerPoint presentations.
- Minimum 4 years of professional PowerPoint presentation design experience (PowerPoint certification not required, but helpful)
- Understand the latest PowerPoint trends/designs and can add visuals, graphics, charts, infographics, color themes, master templates, animations, hyperlinking, transitions, actions, video, and more to create presentations that capture the client’s attention
- Have experience creating PowerPoint presentations for clients in the industry
- Proven ability to meet deadlines, work on many projects simultaneously, and work in a team environment in a corporate setting
- Ability to consistently uphold brand and style guidelines, and communicate and potentially teach these standards to others internally
- Manage workload effectively prioritize time to maximize productivity while maintaining standards of creativity and quality

**Essential Skills**

- Become a storyteller, and thrive using a variety of multimedia platforms to showcase services and capabilities, sell the brand, and promote the company as the company of choice
- Possess strong technical skills including Excel, Word, Photoshop, Illustrator, and InDesign (insert/edit skills here)
- Excellent verbal & written communication skills
- Self-motivation and the ability to work under aggressive timeline is must

**Desired Skills**

- Possess outstanding attention to detail and take pride in selling the company message through outstanding presentation content.

- Are experienced working with technical departments, marketing, and sales to portrait tech savvy slides
- Ability to take ownership of the projects and deliver timely and quality results.
- Consistently demonstrate professionalism and possess the knowledge of different technical visual formats.
- Balance multiple projects, and proactively communicate delivery issues