Our company is looking for a presentation designer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for presentation designer

- Secondarily, provides a high level of support at events and sales meetings which may include AV production, photography, hospitality and general onsite support
- Also, supports the team's management in meeting the department's goals of collaboration with other team members, improving the departments overall performance in design and execution excellence, and in building a strong culture of creativity and professionalism
- Develops effective communication tools to support ad sales initiatives and revenue goals
- Responsible for project management tasks such as file management, tracking changes, backing-up files, routing work for proofreading, sending files to vendors, gaining internal approvals, Assists less experienced staff members in fulfilling project management requirements as needed, providing guidance and direction as required 20%
- Provides support at events and meetings as required, including event production, AV support, photography, staffing, 15%
- Special tasks as required including mounting art, framing, procurement of supplies, Assists department managers with other tasks assigned 5%
- Manage and exceed deadline expectations while staying keen to detail
- Demonstrate flexibility and work with ambiguity, researching across levels and departments for clarification
- Occasionally work non-traditional hours based on the schedule of the executive client
- Maintain high energy and enthusiasm in a collaborative and ever-changing

Qualifications for presentation designer

- At least a year of experience as a Presentation specialist highly preferred
- Knowledge of visual design visual theory (i.e., composition, color theory, typography)
- The majority of the Junior Presentation Designer's role will be working across various PowerPoint presentations
- This role will require someone who can offer a unique perspective on bringing presentations and stories to life
- Art director
- Bureaus presenter (Monkey Business, Mandarin)