

**POSITION: POWER POINT DESIGNER**

The Capre Group is a marketing consulting firm, with a specialty in Shopper Marketing strategy. We are strategic marketers who specialize in maximizing every shopper trip, in every store, with every brand connection to win with shoppers every time.

We are known for rapidly engaging in our clients' business, with a keen focus on results. We deploy proven engagement teams, highly tailored to the defined business need, in order to best leverage our broad industry perspectives and our proven methods / models to deliver success.

We are currently seeking a Presentation/Graphic designer, who will work closely with management to design and create marketing presentations and documents. This person will play an integral role in the creation and quality assurance of each presentation.

Interested candidates should reply with their qualifications to Melanie Ford at the following email: [careers@capregroup.com](mailto:careers@capregroup.com)

*Role:*

Power Point Designers play a critical role in several key areas:

- Completes tasks across a portfolio of projects to ensure on time, high quality delivery
- Works independently, but understands when to get additional information or guidance to ensure work is meeting objective
- Communicates clearly in presentations and with other team members
- Strives for continuous improvement, growth and knowledge

*Key responsibilities:*

The Power Point Designer will perform the following duties with general oversight by team Consultants and Engagement leads:

- Provide creative conceptualization, layout, design, and production of assigned work, including proposals, presentations, white papers, and collateral
- Prepare both internal and external documents working within Capre Group and client branding guidelines
- Coordinate vendors and manage outsourced production, as needed
- Collaborate, communicate and work effectively with internal teams to understand project requirements, needs and timelines in order to manage the successful delivery of presentation
- Think creatively to produce new ideas and concepts for presentation and communication design

- Responsible for developing, managing and maintaining a presentation database for slides, templates, visual assets and other necessary materials

*Qualifications:*

- BA, BFA or advanced degree in graphic design or related field
- 3 – 5+ years experience as a PowerPoint presentation designer, or similar design-oriented role
- Highly proficient in Microsoft Office Suite, Adobe InDesign, Illustrator and Photoshop with expert proficiency in PowerPoint
- Proven experience creating high level PowerPoint presentations with advanced knowledge of presentation and information design
- Excellent written and verbal communication skills
- Strong organizational skills, keen attention to detail; ability to follow through and track projects and deliverables from beginning to end
- Creative thinker, able to brainstorm concepts and execute assigned projects
- Ability to work well in a team environment, while managing competing priorities and tight deadlines
- Ability to share creative and new ideas while being open to feedback on these suggestions; ability to work through multiple iterations of each project

Resume and portfolio of work must be provided to be considered for the position

*Salary:*

- Salary Range – \$35,000 – \$45,000 full time (part time consideration)

