



BrightHouse is looking for a Presentation Specialist that's organized and self-motivated, understanding that being proactive is crucial to our success. They often will build upon previous visual identities for BrightHouse and its clients to create visually impressive presentations. This person will be someone who can demonstrate the following: excellent work ethic; communication and interpersonal skills; ability to function in a collaborative, collegial and pressurized environment; high integrity and intelligence; excellent judgment; a conceptual thinker – strategic as well as pragmatic; and an ability to generate trust and build alliances with co-workers.

### **PRESENTATION SPECIALIST REQUIREMENTS**

- must be consistent in delivering well-designed presentations (primarily in PowerPoint) for BrightHouse and all client engagements – meeting all deadlines
- ability to participate in meetings and critiques, face-to-face and on the phone
- collaborate and communicate effectively in English, both written and verbally, with all BrightHouse team members, vendors, and clients
- work closely and often with art director, designer and/or Creative Director along with strategists
- conduct conceptual exploration and when necessary be able to adjust and improve the work to be its' very best
- seek out opportunities for personal creative growth by working outside their area of expertise and finds new ways to achieve even greater results

### **PRESENTATION SPECIALIST ROLE**

- ability to collaborate with everyone within BrightHouse to ensure work is delivered at its very best – using PowerPoint often while also designing in Photoshop and Illustrator
- work efficiently and effectively and demonstrate time management excellence along with assisting teammates to do so
- advance the company's strength—providing quality work consistently
- simple brilliant work often within quick deadlines
- keen eye for design, art direction, and color

### **TEAMWORK**

- supports all internal team members and always performs in the best interest of BrightHouse
- provides constructive feedback enabling teammates to thrive



## **QUALIFICATIONS**

- two or more years of experience working as a Presentation Specialist or in a role with similar requirements
- highly proficient in PowerPoint along with Adobe programs including Photoshop, Illustrator, InDesign
- ability to interact effectively with people at all organizational levels
- analytical, detail focus, problem-solving, decision making and organization/ planning aptitude
- clear oral and written communication skills
- excellence in a variety of file delivery systems and the ability to troubleshoot clearly with clients who may have firewall issues, time constraints, or unexpected challenges

**PLEASE SEND YOUR RESUME TO [HR@THINKBRIGHTHOUSE.COM](mailto:HR@THINKBRIGHTHOUSE.COM)**

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