

Fidra Tech	Job Description	Ref No.: FTHR0X260113
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Job Title: Presentation Specialist

Role Overview

The Presentation Specialist is responsible for designing, structuring, and delivering high-quality presentations that clearly communicate business ideas, strategies, and data to internal and external audiences. This role plays a critical part in supporting executive leadership, sales, marketing, and corporate teams by transforming complex information into clear, compelling, and visually effective presentations.

The Presentation Specialist works across multiple brands, projects, and audiences, ensuring presentations are professional, on-brand, and aligned with business objectives.

Key Responsibilities

Presentation Design & Development

- Design and develop professional presentations for executive leadership, board meetings, investors, partners, and clients.
- Translate complex concepts, strategies, and data into clear visual narratives.
- Structure presentations with strong storytelling flow, logical hierarchy, and key takeaways.
- Ensure consistency in layout, typography, color usage, and visual standards.

Data Visualization & Storytelling

- Convert data, charts, tables, and financial information into clear, visually engaging slides.
- Select appropriate visual formats to enhance understanding and impact.
- Simplify complex content while maintaining accuracy and credibility.
- Collaborate with FP&A, Finance, and Analytics teams to present insights effectively.

Brand & Visual Consistency

- Apply brand guidelines across all presentations for different companies, platforms, and audiences.
- Maintain and evolve presentation templates, slide libraries, and reusable components.
- Ensure presentations align with corporate identity and messaging standards.
- Adapt designs for different contexts (investor, sales, internal, marketing).

Executive & Stakeholder Support

- Support executives and senior leaders in preparing high-stakes presentations.
- Iterate quickly based on feedback, changing priorities, and tight deadlines.
- Ensure presentations are polished, accurate, and presentation-ready.
- Assist with speaker notes, talking points, and presentation flow where needed.

Content Coordination & Quality Control

- Work with cross-functional teams to gather content, inputs, and data.
- Ensure accuracy, clarity, and consistency across all presentation materials.
- Manage version control and content updates.
- Prepare final deliverables in required formats (PowerPoint, Google Slides, PDF).

Cross-Functional Collaboration

The Presentation Specialist will work closely with:

- **Executive Leadership** – for strategic, board, and investor presentations.
- **Finance & FP&A** – for financial, performance, and reporting decks.
- **Marketing & Sales** – for pitch decks, proposals, and campaigns.
- **Product & Platform Teams** – for product and roadmap presentations.
- **Legal & Compliance** – to ensure accuracy and appropriate disclosures.

Key Performance Indicators (KPIs)

- Quality, clarity, and visual impact of presentations
- Timeliness and responsiveness to presentation requests
- Stakeholder satisfaction with presentation outcomes
- Consistency with brand and messaging standards
- Effectiveness of storytelling and data visualization
- Reduction in revisions and rework

Required Experience & Qualifications

Experience

- 4–8+ years of experience in presentation design, business communication, or visual storytelling roles.
- Proven experience supporting executive-level and client-facing presentations.
- Experience working with corporate, financial, or strategic content is highly preferred.
- Experience supporting multiple teams and projects simultaneously.

Professional Skills

- Advanced proficiency in **PowerPoint** and **Google Slides**.
- Strong visual design and layout skills.
- Excellent understanding of storytelling, hierarchy, and slide flow.
- Ability to interpret business, financial, and technical content.
- Strong attention to detail and quality.
- Ability to work under tight deadlines and manage multiple priorities.
- Clear communication and collaboration skills.

Education

- Bachelor's degree in Design, Communications, Business, Marketing, or a related field.
- Certifications in presentation design, visual communication, or data visualization are a plus.