

Job Summary

The PowerPoint Presentation Specialist will provide support on presentations, graphics and other marketing materials to the Global Investment Banking Group

Schedule:

Days:	Monday	-	Friday	
Hours:	12:00pm	-	8:00pm (ET)	
4	days	in office,	1 day	remote

Position is Non-Exempt

Job Description

What will you do?

- Design and execute high-impact visual presentations for internal and external clients that fully demonstrate the efficacy of a specific business offering and or target audience, utilizing Microsoft PowerPoint, Adobe Photoshop and Illustrator
- Ability to create custom PowerPoint templates with advanced knowledge of slide masters and incorporating visual designs from Adobe Photoshop and Illustrator
- Provide extensive formatting and project editing support in accordance with the Firm's corporate branding policies and guidelines
- Creating a wide range of illustrations and layouts using various computer software to visualize and develop innovative graphic designs that meet business goals
- Convert raw data into visual Excel charts
- Ability to prioritize and balance multiple projects effectively in a high-volume, fast-paced and deadline driven environment with minimal supervision
- Ensure all information is accurate and instructions are carried out correctly
- Stay up to date on technology, design best practices and trends to keep our work and team current
- Liaise with internal teams throughout the creative / production process to determine deadlines, job instructions and design requirements

What will you need to succeed?

- At least 3-5 years of experience providing PowerPoint presentation support for financial services
- Bachelor or Associate degree in design, marketing or interactive multimedia

- Advanced knowledge of Microsoft PowerPoint, Excel, Adobe Photoshop & Illustrator
- Experience creating custom client PowerPoint templates
- Ability to provide concept development, design and execution through illustration of visual materials
- Acute attention to detail with emphasis on accuracy and quality
- Strong design skills suitable for corporate environment
- Strong portfolio of work over a wide range of projects
- Experience creating print collateral such as signage, single pager, brochure, dinner invites, special campaigns, postcards and flyers
- Strong interpersonal, customer service and communication skills (oral and written)
- Readiness to follow processes, policies and procedures

What's in it for you?

We thrive on the challenge to be our best, progressive thinking to keep growing, and working together to deliver trusted advice to help our clients thrive and communities prosper. We care about each other, reaching our potential, making a difference to our communities, and achieving success that is mutual.

- A comprehensive Total Rewards Program including bonuses and flexible benefits, competitive compensation, commissions, and stock where applicable
- Leaders who support your development through coaching and managing opportunities
- Ability to make a difference and lasting impact
- Work in a dynamic, collaborative, progressive, and high-performing team
- Opportunities to do challenging work
- Opportunities to building close relationships with clients

The good-faith expected salary range for the above position is \$75,000 - \$90,000 depending on factors including but not limited to the candidate's experience, skills, registration status; market conditions; and business needs. This salary range does not include other elements of total compensation, including a discretionary bonus and benefits such as a 401(k) program with company-matching contributions; health, dental, vision, life and disability insurance; and paid time-off plan.

RBC's compensation philosophy and principles recognize the importance of a highly qualified global workforce and plays a critical role in attracting, engaging and retaining talent that:

- Drives RBC's high-performance culture
- Enables collective achievement of our strategic goals

- Generates sustainable shareholder returns and above market shareholder value

Job Skills

Additional Job Details

Address:

BROOKFIELD PLACE FKA 3 WORLD FINANCIAL CENTER, 200 VESEY STREET:NEW YORK

City:

New York

Country:

United States of America

Work hours/week:

40

Employment Type:

Full time

Platform:

CAPITAL MARKETS

Job Type:

Regular

Pay Type:

Salaried

Posted Date:

2024-08-01

Application Deadline:

Inclusion and Equal Opportunity Employment

At RBC, we embrace diversity and inclusion for innovation and growth. We are committed to building inclusive teams and an equitable workplace for our employees to bring their true selves to work. We are taking actions to tackle issues of inequity and systemic bias to support our diverse talent, clients and communities.

We also strive to provide an accessible candidate experience for our prospective employees with different abilities. Please let us know if you need any accommodations during the recruitment process.

Join our Talent Community

Stay in-the-know about great career opportunities at RBC. Sign up and get customized info on our latest jobs, career tips and Recruitment events that matter to you.

Expand your limits and create a new future together at RBC. Find out how we use our passion and drive to enhance the well-being of our clients and communities at jobs.rbc.com.