

Argentina Jobs Expertini®

Presentations Specialist

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Company: JPMorgan Chase & Co.

Location: Buenos Aires

Category: computer-and-mathematical

At . Morgan you will have the chance to be part of an amazing development journey while contributing to support our customers 'needs.

Buenos Aires is one of JP Morgan's key strategic hubs with over 3,500 employees supporting different areas like Operations, Technology, Finance, Credit Risk, Human Resources, Legal... among others, providing value-added services, products and solutions to our clients located in various countries around the world.

As a Presentations Specialist at JPMorgan, you will be involved in the creation and formatting of various documents such as pitch-books, proposals, financial statements, and other types of presentations. You will be using primarily the Microsoft Office suite of applications and will also have a design element to your service. You will be expected to think creatively, solve problems, and partner for clarity. This role will evolve in line with the needs and demands of the business, and you will be responsible for seeking development opportunities in partnership with your line manager.

Required qualifications, capabilities and skills:

Availability to work the following Shift: Tuesday - Saturday, 1:00 pm – 10:00 pm - Work from home: 2 times a week (Saturday included, Transportation back home covered)

Bachelor's degree from accredited university including: Graphic Design, Industrial Design, Marketing and/or any other related career.

Customer service, consulting and negotiation experience.

Experience with applications including: Photoshop, Illustrator, Indesign.

Bilingual / Advanced English skills.

Analytical skills & critical thinking.

Microsoft Office Package.

Job Responsibilities:

Responsible for processing, coordinating and executing daily workflow and team deliverables

Produces deliverables based on agreed departmental procedures.

Responsible for leading/delivering discrete portion of project/process.

May lead team of people.

Can create complex customized templates and cover pages for marketing pitches and roadshow presentations following corporate branding guidelines.

Promotes a high level of client satisfaction by managing expectations and delegating work as appropriate for functional area.

Follows and enforces confidentiality and security of information guidelines within team.

Actively seeks opportunities to improve processes, services, and client satisfaction.

Assists in training of staff.

Partners with management to address pertinent issues concerning day-to-day operations.

Your wellbeing is very important to us. Below you'll find some examples of ongoing initiatives to promote it and a link to learn more about our benefits & culture:

Home office/ and work tools to ensure a great experience.

Generous vacation, exam and parental leave.

Support for parents, including Family Network that provides support to parents and caregivers, Lactation room on premise, and

for you and your family, including domestic partners.

which provides personal and confidential advisory on psychological, financial and legal

matters.

Wellness programs – . Yoga, stretching and mindfulness classes delivered on premises.

Language classes, mentorship programs and customized trainings.

Platform for employee discounts in Buenos Aires.

Many others that will be presented to you if you join the team.

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