

JOB DESCRIPTION: JUNIOR PRESENTATION AND PRODUCTION SPECIALIST

OVERVIEW

When companies need to understand their clients and prospects benchmark their competitive environment or better manage their internal talent, they turn to Coalition*.

Coalition (www.coalition.com) is a leading business intelligence provider. Formed in 2002, we are a young, dynamic high growth company firmly established as a premium brand in the financial services markets.

We deliver deep analytical research on market peers, revenue opportunities, overall market size and conditions and the human capital and technology assets that enable and inform the strategy of high-margin, fast-moving, opaque businesses.

In your role you will provide a unique offering of intelligence driven solutions, underpinned by bespoke technology, that maps marketplaces, including companies, professionals, products, and the relationships between them which allow financial institutions to make key strategic decisions ahead of their competitors.

As an employer, Coalition is able to offer you the following:

- Opportunities for personal career growth and development
- Investment in training allied with extensive on-the-job learning
- A chance to work alongside like-minded, intelligent, highly-motivated individuals
- An entrepreneurial, creative, fun and challenging workplace
- A close team environment

** In June 2012, Coalition, reached an agreement to be acquired by CRISIL, a subsidiary of Standard & Poor's and a leading provider of ratings, research and risk and policy advisory services.*

About CRISIL Limited, a Standard & Poor's Company (www.crisil.com)

CRISIL is a global analytical company providing ratings, research, and risk and policy advisory services. We are India's leading ratings agency. We are also the foremost provider of high-end research to the world's largest banks and leading corporations. Our majority shareholder is Standard & Poor's(S&P). Standard & Poor's, a part of The McGraw-Hill Companies (NYSE:MHP), is the world's foremost provider of credit ratings.

OPPORTUNITY

This opportunity is based in Airoli, Navi Mumbai. The successful individual in this position will be able to make an effective contribution given the opportunities for personal career growth and development without the bureaucracy and constraints that may exist in a large organisation.

Location: Airoli, Navi Mumbai

Experience: 0 – 3 years

Compensation: Competitive

Employment Type: Full time

JOB PROFILE

The job involves conducting business research to support clients and contributing to internal knowledge building efforts. It involves understanding and structuring data related to the human capital and business aspects within the financial services / investment banking industry on a client interface.

Key responsibilities involve;

- Full range of presentation production and design to support Coalition's in-house marketing and client deliverable efforts
- Create designs, concepts and template layout formats
- Use visualization techniques to develop layouts for product/ service illustrations
- Determine size and arrangement of illustrative material and select style and size of type
- Mark up, paste, and assemble final layouts to prepare layouts for printer
- Process document requests from presentations hubs (UK, US, Singapore and Mumbai) and ensure deliverables are prepared to meet the defined project requirements
- Comply to company templates/ house styles and quality checking
- Proofread to produce accurate and high-quality work
- Enhance production and technical skill sets and give regular feedback to improve productivity and boost skill-set development
- Follow industry standards on eye for detail and adherence to deadlines

REQUIRED EXPERIENCE AND SKILLS

- Proficient in all MS office applications
- A good eye for colour and composition
- Skill set to communicate ideas effectively
- Interest in keeping abreast of emerging technologies in media and an aptitude for learning new technology
- Good communication skills (both spoken and written) to be able to communicate with transnational members based across Europe, USA & Asia.