

Job Title: Business Presentation / Translation Specialist
Location: Thailand
Position Type: Full-Time or Part-Time / Independent Contractor

About Us

RCC is a dynamic and innovative advisory consultancy committed to leveraging data-driven insights to make informed business decisions. We are looking for a Business Presentation Specialist to join our team and play a crucial role in turning data into actionable business outcomes.

Job Description

As a key member of our team, the Business Presentation / Translation Specialist will be responsible for working with our team in developing business presentations in both English and Thai. This will involve working closely with our cross functional team on consolidating the key business messages, data, charts and graphics and developing visually stunning presentations for our clients. If you are passionate about presentations and business communication, and enjoy collaborating with a diverse team, we would like to hear from you.

Key Responsibilities

- Create business presentations, graphic designs, communications in PowerPoint, Adobe InDesign, and other visual software in Thai and English.
- Collaborate with our Data Analytical Team on presenting Data in a graphically addressable format.
- Support translation of presentations related documented from Thai to English, and English to Thai.
- Collaborate with stakeholders, clients to define presentation and messaging requirements and business objectives for incorporation in a concise format.
- Stay up to date with industry trends on graphic design and presentation.

Qualifications

- Proficiency in Thai and English.
- Bachelor's degree in a relevant field (e.g., Business, English Graphic Design, Computer Science)
- Self-motivated and able to work independently in challenging business situations.
- Strong communication skills, and an ability to present complex business ideals, data in a clear, concise and understandable presentation.
- Strong organizational skills and able to consolidate and structure presentations and information.
- Deadline driven, and able to meet time schedules within project requirements.
- Strong software proficiency in PowerPoint, Keynote, Canva, Adobe InDesign and/or other presentation tools.
- Proficiency in graphic design programs such as Adobe Photoshop, Adobe Premier, Adobe Illustrator, Adobe Bridge is beneficial.
- Previous work experience is beneficial, but not necessary, and university students seeking an internship opportunity are welcome to apply.

Salary

Negotiable based on candidate qualifications.

Interested candidates, please send your CV to: Charoen Kasetruengphol at roen@raymondchou.com