

Xelay Acumen, Inc. Graphics Specialist

Job Description

The Graphics Specialist role is a full-time or part-time position to support the communication of strategic analyses of clinical, medical, and market data within the biotechnology, pharmaceutical, and health care provider industry.

- Primarily, work with analytical data results to create and finalize PowerPoint presentations and syndicated reports
- Manage and revise draft versions of overall PowerPoint presentations and reports
- Develop and decide on appropriate graphical representations of the data to communicate the results and key takeaways from complex data
- Interpret and organize data results into summaries and presentations
- Contribute to new product development and improvement in product delivery and presentation

Desired Skills & Experience

Required:

- Demonstrated expertise and efficiency with PowerPoint and the creation and management of slide decks for oral presentation as well as report generation
- Proficiency working with Excel
- Demonstrated drive for quality control and assurance, a strong commitment to and affinity for delivering the highest level of quality and consistency
- Excellent communication skills, both written and verbal.
- Ability to work independently, efficiently, and remotely; strong preference for location in the SF-Bay area (exceptional candidates considered outside of the SF-Bay area). Flexible & creative, with a collaborative work style. Ability to establish / maintain effective working relationships. High-energy, self-motivated, and organized.

Desirable, but not required:

- Consulting firm, market research firm, or financial analysis work strongly preferred
- Experience with interpreting data results into presentations, summaries, and reports
- Experience with scientific presentations, scientific writing, and scientific poster production
- Project management, market research, questionnaire design, and website development experiences are a plus
- Experience creating and managing a website
- Advanced Excel skills

Time requirements: 20-40 hours per week with flexible work hours, could expand rapidly for the right candidate that demonstrates performance and interest

Interested parties should send resume to Jobs@XelayAcumen.com

