



## POSITION DESCRIPTION SUMMARY

### I) Position Summary

#### Key Objective / Purpose of the Job:

- Sound knowledge of financial market and understanding its intricacies.
- Thrive in a fast-paced, collaborative environment with a high-volume workload often requiring short turnaround times.
- Stay updated on appropriate style guidelines for consistency in messaging.
- Collaborate with project managers and other stakeholders to achieve planned deliverables.
- Present copy concepts and final deliverables to internal team, and to client representative as needed.
- Revise copy based on internal and client feedback/direction.
- Edit and proofread copy as needed.
- Source images and other content.

### II) Person Specification:

#### a) Essential Qualifications:

- Managing video content deliverables as per project timelines.
- Integrating music, sound effects, and balances of audio.
- Working collaboratively with Customer Project Managers and other key stakeholders to create high-quality video content.
- Work in accordance with customer defined processes to create multi-media videos with aesthetically pleasing designs, visual effects, and animations.
- Editing animation and effects based on feedback.

#### c) Work Experience

- You should have at least 2 years of good knowledge and hands on experience of Adobe After Effects, Adobe Premiere Pro and/or similar software.
- You should possess strong planning and organisational skills with the ability to set targets, prioritise effectively and make decisions.
- You should have the ability to work under pressure and meet tight deadlines.
- You should be able to develop compelling narratives and visuals.
- You should be a good multi-tasker who can work within tight deadlines.
- You should have strong analytical skills and a keen eye to ensure that the content is free from errors and complies with editorial style and design guidelines.
- You should be a strong team player who can manage multiple stakeholders.
- You should be adaptable and thrive in changing environments.
- You should be highly goal-driven and work well in fast-paced environments.
- You should have at least 3 years of Experience in Production and localisation of Corporate and other videos in BFSI.
- You should have excellent writing/video-scripting skills.