

JOB DESCRIPTION

ROLE: Activation Assistant

LOCATION: Nashville, TN

SALARY: \$45-55k



GROW

ABOUT US_

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At Talon, our purpose is to be the independent agency of choice providing a pioneering global platform for brands to connect with audiences in the outside world. We want to reimagine the industry to deliver greater value for our clients whilst inspiring people and caring for our planet. We're passionate about OOH and are on a mission to drive the growth of this sector within the media industry - changing perceptions of it as a legacy medium to one that is highly effective, creative, sustainable, and measurable for our clients.

In our first 10 years, our desire to offer intelligent, creative, technology-led OOH solutions and a full-service OOH offering saw us grow into a team of over 300 people located in key cities across the globe. In that time, we have been awarded for our approach to our people, our clients and our industry and want to continue and expand upon these successes.

OUR VALUES AND HOW WE WORK TOGETHER_

WE ARE BOLD_	WE ARE HUMAN_	WE ARE SMART_
<p>As industry provocateurs and pioneers, we respectfully challenge the status quo, take pride in our people, big ideas and partnerships</p> <ul style="list-style-type: none">• We embrace change• We challenge respectfully• We lead the way	<p>We are a diverse collective of changemakers who value respect, fairness, and integrity and expect the same in return</p> <ul style="list-style-type: none">• We value collaboration and togetherness• We are empathetic• We embrace individuality	<p>Our trailblazing spirit and learning centric culture ensures our knowledge provides maximum value to each other and our clients</p> <ul style="list-style-type: none">• We grow and learn• We are trusted• We are mission possible

THE ROLE_

The Activation Assistant role reports to the COO Nashville but will assist the entire client activation and production teams of across all of Talon US business; New York, West Coast and Nashville. This individual will be responsible for entering booked campaign data into our system that feeds information and enables our Production management process. This is a vital step in enabling Talon to take booked plans that we have made on behalf of our clients into physical out of home campaigns across all formats including billboards, digital units, and everything in between. Talon is a growing business working to delight our clients as such we are looking for someone who is always willing to help as much as possible, and get the task done, accurately and efficiently. Sometimes we work to tight deadlines so that you will need to be able to handle tasks when under pressure and be organized. Specifically, this is a newly created role responsible for taking data from our proprietary campaign booking system Plato and entering it into our system which handles our production management workflow, GeoTrak.

RESPONSIBILITIES AND RELATIONSHIPS_ (Include ESG Objectives)

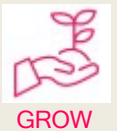
- Download data from Plato our campaign booking system and enter booked campaign data into GeoTrak.
- While working through the data, check for any errors that you find and raise them to be corrected with the appropriate internal co-worker or do this yourself, while ensuring this is communicated and authorized.
- Understand the Plato, Atlas and GeoTrak systems to help and support the team, and Atlas.
- Provide administrative support in a variety of ways as requested by the wider business as needed.

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- Ensure all required data is entered into the systems within the required timeframes to ensure we have the production management function operating to meet production and posting deadlines.
- Assist all members of the Client Activation team with any administrative tasks when requested.
- Be the main point of contact for any GeoTrak input production queries from the Client Activation and Production teams.
- Be happy to help with any other responsibilities as per the needs of the company.

WORKING HABITS AND CORE SKILLS_

- Must be detail-orientated and able to work independently and within a team environment.
- Excellent written & verbal communication skills
- Must be motivated and determined.
- Good math skills
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills, attention to detail
- Proactive and can-do attitude
- Driven and self-motivated to deliver results.
- Flexible and willing to embrace change and new opportunities
- Demonstration of a willingness to learn

YOUR EXPERIENCE AND QUALIFICATIONS_

- 1-2 years of data entry experience
- Proficiency in MS Office (including Outlook and be able to work on presentation.)
- Exceptional verbal and written communication skills.
- Experience working in a busy, demanding, and pressurised environment.
- A general understanding of OOH media solutions, market and industry trends would be beneficial, but not essential.

BENEFITS INCLUDE	
401K with employer matching	Enhanced paid family leave
Life Insurance	Birthday leave
Health, dental and vision	Voluntary/Charity leave
Generous PTO	Regular all staff educational workshops
Feel Good allowance of \$50 per month	Training allowance
Smarter Working (hybrid working, early Friday finish, and summer hours!)	Phone allowance