

ABOUT US

Talon was established in 2012 with the ambition to create a global Out of Home (OOH) agency providing uncompromised advice and service for our clients. Today we are a high growth independent full service OOH agency with a team of over 150 people globally.

Together we are dedicated to driving client value through a combination of teamwork, expertise, creativity, data and proprietary technology. We are agile and entrepreneurial our simple philosophy enables us to deliver outstanding work: **Smarter as Standard**

There's never been a more exciting time to be involved with OOH and we're excited about the next chapter.

OUR VALUES AND HOW WE WORK TOGETHER

WE ARE BOLD	WE ARE HUMAN	WE ARE SMART
We think big, we innovate and respectfully challenge the status quo, we take pride in ourselves, our work and our partnerships	We are a diverse collective of real, genuine individuals who value respect, fairness, and integrity and expect the same in return	Our entrepreneurial spirit and learning centric culture ensures our knowledge provides maximum value to each other and our clients
<ul style="list-style-type: none"> • We Embrace change • We Challenge respectfully • We Lead the way 	<ul style="list-style-type: none"> • We value collaboration and togetherness • We are empathetic • We embrace individuality 	<ul style="list-style-type: none"> • We Grow and learn • We are trusted • We are mission possible

THE ROLE

The Executive Assistant role is a key support position to the Group CEO to ensure the smooth running of his diary. This pivotal role will demand quick thinking, proactivity, and attention to detail whilst overseeing the efficiency and effectiveness of the administrative support function.

RESPONSIBILITIES AND RELATIONSHIPS

- Extensive diary management for the Group CEO anticipating needs and always being one step ahead, identifying and resolving problems before they arise
- Organise domestic and international travel arrangements (including visas where appropriate) and prepare itineraries, ensuring travel policies are adhered to
- Coordinate room bookings for internal/external meetings and to make sure catering and facilities are set up, working closely with Receptionist/Office Manager and/or other PA 's where appropriate
- Handle the CEO's correspondence/post and manage his inbox
- Assist with general scanning, copying and binding documentation
- Complete monthly expenses and maintain all credit cards receipts for payment
- Maintain all sickness and holiday records for CEO's direct reports
- Take minutes and follow up with actions for meetings
- Act as intermediary to other teams and act as gatekeeper when required
- Meet and greet visitors at all levels of seniority and be a brand ambassador



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- Maintain good working relationships with all key media agency and media owner peers
- Prepare documentation for monthly board meetings and own the process from start to finish, drawing on the expertise of others where require
- Ad hoc preparation of agendas, documentation, presentations prior to meetings on behalf of the CEO
- Ad hoc management, organisation and coordination of events including networking, industry or internal

WORKING HABITS AND CORE SKILLS

- Excellent verbal and written communication skills
- Proactive, highly organised and confident
- Strong prioritisation and communication skills
- A natural and flexible multi-tasker
- Able to use initiative and act without direction
- Intermediate – advanced PowerPoint and Excel skills

YOUR EXPERIENCE AND QUALIFICATIONS

- Prior experience of being a EA / PA to Senior Management / Board Members
- Highly proficient in MS Office as well as having a high attention to detail and proof reading
- Line management experience is desirable.

BENEFITS INCLUDE	
Pension	Enhanced maternity/paternity/shared parental pay
Life Assurance	25 days annual leave, increasing every year by 1 day up to a maximum of 30 days
Permanent Health Insurance	Birthday Leave
Private Medical and Dental cover	Voluntary/Charity leave
Access to private GP appointments	Feel Good Allowance
Smarter Working (hybrid working, flexible working hours and an early Friday finish!)	Free Fitness Classes
Eye Care Vouchers	Monthly Massages
Season Ticket Loan	Cycle to Work Scheme



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