

## 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.

Plexus is Talon Outdoor Global OOH Network created in response to the changing OOH landscape affecting cities, populations, and digital environments. The network's central planning team is based in London as a centre of OOH excellence. Plexus transfer Talon's Smarter as Standard philosophy to a global level, reflecting international clients' increasing expectation for smarter Out of Home solutions across different environments around the world.

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"> <li>• We Embrace change</li> <li>• We Challenge respectfully</li> <li>• We Lead the way</li> </ul>	<ul style="list-style-type: none"> <li>• We value collaboration and togetherness</li> <li>• We are empathetic</li> <li>• We embrace individuality</li> </ul>	<ul style="list-style-type: none"> <li>• We Grow and learn</li> <li>• We are trusted</li> <li>• We are mission possible</li> </ul>

## THE ROLE

The role of the planning exec is to support a busy team, working closely with the client manager across a portfolio of accounts to assist with the strategic planning of OOH campaigns and having responsibility for the general campaign admin across the wider team. The Client exec will be a highly driven individual who will be able to identify proactive opportunities to pitch OOH to our agency and client partners. They are reliable with high attention to detail when given tasks to complete

## RESPONSIBILITIES AND RELATIONSHIPS

As an International Client Executive within the Plexus team, your core responsibilities will include:

### Campaign related support tasks:

- Produce information to ensure the smooth running of clients' accounts including competitive date, availabilities, and costings.
- Keep track of campaign start dates and ensure all is ready to go live – use team status document or white board to manage artwork delivery deadlines
- Manage campaign photography
- Manage post campaign reports deadlines. Work with Client Mangers to ensure content is appropriate
- When necessary, work with the team to create case studies
- Ensure all Planning templates and guidelines are being used



Talon is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment where all individuals can thrive. We seek to employ and develop a workforce representative of the markets that we serve and brands that we represent.

**Administration support tasks:**

- Ensure Shared folders are updated with presentations, updates, insights, campaign photography sent by media owners
- Regularly update the media owner directory document
- Liaise with internal teams to manage enquiries. Work with the Client Managers and Client Directors to resolve any issues or discrepancies

**Team Support tasks:**

- Help manage/coordinate diaries when media owners need to present to the team or other team events/meetings
- Present industry news and updates during weekly team meeting
- Endeavour to pro-actively grow and develop clients' business

**General tasks:**

- Liaise with media owners and suppliers to book campaigns and be self-starting to gain a full insight and knowledge of their out of home portfolios.
- Develop strong relationships with day-to-day agency, client and media owner contacts.
- Have a thorough understanding and utilise all tools and systems, e.g. Forwardkeys, GWI, Statista. Develop and grow industry knowledge through attendance of internal and external training programmes – become a member of the Talon Executive programme
- Understand Talon philosophy and specialist business unit's offerings and communicate them appropriately
- Share knowledge and best practice across the team and business
- Get involved in wider company initiatives including new business pitches, Cogs, etc.
- Comply with all company and departmental policies and procedures
- Demonstrate proper care and respect for corporate assets

**WORKING HABITS AND CORE SKILLS**

- Provides direction, and supports team
- Fresh thinking, spots new opportunities
- Presents themselves with authority and instils confidence
- Thinks beyond the problem and makes informed decisions
- Proactive with customer's and suppliers' business; ensures a high standard of team output, can multi-task and always ensures attention to detail.
- Shares knowledge and looks to further personal development

**YOUR EXPERIENCE AND QUALIFICATIONS**

- Language skills preferable
- Previous media planning and/or office/admin experience
- Experience with dealing with clients and suppliers
- Proactive and can-do attitude
- Microsoft office skills.

**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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