

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 PA is a key support position reporting to the UK CEO/CSMO to ensure the smooth running of both the leadership team as well as the operating effectiveness of the office in general. This pivotal role will demand quick thinking, attention to detail and above all bags of enthusiasm.

RESPONSIBILITIES AND RELATIONSHIPS

- Diary management for the UK CEO, Group CSMO with ad hoc support for other individuals within the wider management team. Anticipating needs and always being one step ahead, identifying and resolving problems before they arise
- Organise Talon and client socials / team events / activities, coming up with creative ideas in collaboration with the Receptionist
- Organise domestic and international travel arrangements (including visas where appropriate), prepare itineraries, ensuring travel policies are adhered to
- Coordinate room bookings (virtual and physical) for internal/external meetings and to make sure catering and facilities are set up, working closely with Receptionist
- Complete expenses and maintain all credit cards receipts for payment
- Meet and greet visitors (via phone or in person) at all levels of seniority, giving a great first impression of Talon
- Maintain good working relationships with all key media agency and media owner peers
- Prepare documentation for monthly board meetings, ad hoc agendas, documentation, presentations prior to other meetings on behalf of the UK CEO when requested
- Managing, organisation and coordination of events including workshops, conferences and team events

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- Line management and development of the receptionist with effective delegation. Providing cover of calls and manning the desk when necessary
- Build good working relationships with the facilities team within the building to ensure that any issues within the office are rectified in a timely manner
- Keeping up to date with H&S regulations and responsibilities, office contracts, negotiating rates and keeping up to date with office maintenance
- Taking the lead on a sustainability first approach to office management

WORKING HABITS AND CORE SKILLS

- Highly proficient in MS Office as well as having a high attention to detail and proof reading
- Ability to set and implement priorities, manage multiple tasks to tight deadlines with high service levels.
- Strong interpersonal skills including effective written and verbal communication skills and the ability to actively listen
- The ability to build strong relationships with people at all levels whilst maintaining diplomacy and discretion.
- Ownership and initiative – proactively taking on projects and seeing through to completion, with little supervision and flawless execution
- Outstanding attention to detail and proven problem-solving ability with the skill to anticipate team's needs
- Confidentiality – maintaining unquestionable confidentiality regarding financial, personnel and other information
- Positive, can-do attitude - willing and able to adjust to multiple demands, shifting priorities and demonstrating flexibility with an eager to help persona.
- Desire to be an integral and central person for the London business
- Rigorous innovation to find the best way
- Flexible approach to working

YOUR EXPERIENCE AND QUALIFICATIONS

- Prior experience of being PA to Senior Management
- Line management experience is desirable
- Managing outsourced facilities contracts
- Exposure to DSE assessments would be desirable
- Previous responsibility for H&S and fire safety in an office environment
- Management of office refurbishments and/or office relocation



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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