

JOB DESCRIPTION

ROLE: Investment Executive

LOCATION: Investment Team

SALARY:



ABOUT US

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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 Investment team are primarily responsible for the trading and delivery of our agencies and clients' campaigns and also ensuring that we are hitting any measurement and commercial targets. As an executive within the team, you will play an essential role in enabling us to fulfil this remit. Primarily, it will be in support function whilst learning the skills required to progress. Then we will look to get you trading within one of our agency teams or assisting in our accountability and performance team in order to ensure we hit our targets.

RESPONSIBILITIES AND RELATIONSHIPS

- Responsible for the trading & negotiation, agree & control price across booking
- Comprehensively understand the media owners, their business and be an internal brand ambassador.
- Develop strong relationships with all media owner contacts
- Work alongside all members of the investment team on negotiations, and all bookings relating to assigned business area
- Work with the Planning team and the rest of the Investment Team in negotiation and delivery of approved campaigns
- Provide expertise for the assigned business area, externally & internally communicating any relevant changes in the marketplace
- Contribute to the development of internal documentation & software to supply Planning Team with pricing and availability in a relevant, consistent, efficient, and accurate manner.
- With the Investment Directors and Planning Team - deliver relevant KPI requirements and PRF guarantees.
- Have a thorough understanding and utilise all tools and systems, e.g. Route, Plato & Aim.
- Be responsible for deal co-ordination and market updates

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- Take the minutes in the Investment team meeting and co-ordinate Media Owner slots within this
- Be responsible for the weekly campaign tracker - diarise and chase SAB/upgrades and value for relevant Talon campaigns
- Work closely with key members of the team across the independent agencies
- Strive for maximum efficiency in plan creation and workflow process.
- Begin to form a long-term overview of format, environments and media owners and be innovative in approach.
- Endeavour to pro-actively grow and develop key client business alongside the planning teams
- Attend internal/external site tours where relevant
- Develop and grow industry knowledge through attendance of internal and external training programmes - become a member of the Talon Executive programme
- 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 the team
- Fresh thinking and spots new opportunities
- Puts business first and generates added value
- Presents themselves with authority and instils confidence
- Thinks beyond the problem and makes informed decisions
- Proactive with customers and suppliers' business; ensures a high standard of team output
- Mult-tasking and always ensures attention to detail
- Energetic, open to constructive criticism and goes above and beyond
- Shares knowledge and looks to further personal development

YOUR EXPERIENCE AND QUALIFICATIONS

- Previous media planning and/or office/admin experience
- Strong numeracy & analytical skills
- Negotiation and innovative trading ability
- Accurate and acute attention to detail
- Experience of building strong relationships with clients/media owners
- Microsoft office skills

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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