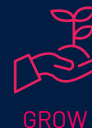


## JOB DESCRIPTION

ROLE: INVESTMENT EXECUTIVE

LOCATION: LONDON

SALARY: STARTING FROM £25,500



### ABOUT US\_

At Talon, we provide our clients with world class service, technology, and collaboration to create exceptional OOH campaigns that deliver measurable results.

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 230 people located in key cities across the globe.

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.

### 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"><li>• We embrace change</li><li>• We challenge respectfully</li><li>• We lead the way</li></ul> | <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"><li>• We value collaboration and togetherness</li><li>• We are empathetic</li><li>• We embrace individuality</li></ul> | <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"><li>• We grow and learn</li><li>• We are trusted</li><li>• We are mission possible</li></ul> |

### 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

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.

**TALON\_**  
Think outside



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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\_

- Motivator - Provides enthusiasm and seeks ways supports team
- Innovator - Fresh thinking, spots new opportunities
- Commercial thinker - Puts the business first and generates added value
- Influencer - Presents themselves with authority and instills confidence
- Decision Owner - Proactive with customer's and supplier's business; ensure a high standard of team output, can multi-task and always ensures attention to detail
- Enthusiast - Energetic, open to constructive criticism; goes over and above day job
- Educator - 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, work from anywhere for 2 weeks of the year and an early Friday finish!) | Summer Fridays  |
| Eye Care Vouchers  | Monthly Massages  |
| Season Ticket Loan   | Cycle to Work Scheme  |
| Home set up allowance  | Training allowance  |



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