

JOB DESCRIPTION

ROLE: CLIENT 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">• We embrace change• We challenge respectfully• We lead the way	<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">• We value collaboration and togetherness• We are empathetic• We embrace individuality	<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">• We grow and learn• We are trusted• We are mission possible

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_

- Work with the team to help service a range of clients and agencies.
- Produce information to ensure the smooth running of clients' accounts including competitive data, availabilities, and costings.
- Undertake the design, delivery, and implementation of campaigns to fulfil client briefs.
- Prepare post campaign analysis and present quarterly updates and new insights
- 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.
- Endeavour to pro-actively grow and develop clients' business
- Utilise in house systems on a regular basis ensuring they are kept up to date with all the latest planning information and campaign status.
- Have a thorough understanding and utilise all tools and systems, e.g. Route.
- Ensure all Talon insight is read and incorporated into planning process where applicable
- Ensure all Planning templates and guidelines are being used – response to brief, proposals, buying reviews/PCAs, etc
- Understand Talon philosophy and specialist business unit's offerings and communicate them appropriately

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.

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Think outside

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- 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
- Experience with dealing with clients and suppliers
- 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, 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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