



JOB DESCRIPTION

ROLE: Executive Assistant

LOCATION: New York, NY

SALARY:

ABOUT TALON GROUP

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 230 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.

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_
As industry provocateurs and pioneers, we respectfully challenge the status quo, take pride in our people, big ideas and partnerships	We are a diverse collective of changemakers who value respect, fairness, and integrity and expect the same in return	Our trailblazing 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 Executive Assistant Role reports to the President of Talon, US and work with the Management Team and Employees. This individual will be responsible for handling office tasks, managing the office, and providing polite and professional assistance via phone, mail and email. They will handle scheduling and work on presentations and organization charts and have a vast knowledge of Microsoft Office Suite.

YOU

The main responsibilities of the role are:

- Provide administrative support in a variety of functions to the CEO, COO, SVP- Client Development, & People Team as needed
- Provide real-time scheduling support by booking meetings and preventing conflicts
- Assist People Team with coordinating group activities and engagement related projects
- Greet and assist visitors
- Keep the office properly staffed
- Maintain polite and professional communication via phone, e-mail, and mail
- Anticipate the needs of others to ensure their seamless and positive experience



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- Carry out administrative duties as assigned such as filing, typing, presentation work, copying, binding, scanning etc.
- Main point of contact for any office issues, responsible for office maintenance, ensuring that the office is run professionally and is all in working order
- Support the People Team by assisting with setting up new starters where applicable
- Other responsibilities as per the needs of the company

WORKING HABITS AND CORE SKILLS

- 2-3 years of Administrative experience
- General understanding of OOH media solutions, market and industry trends
- Must be detail-orientated and able to work independently and within a team environment
- Excellent written & verbal communication skills
- Must be motivated and determined
- Proficiency in MS Office (including Outlook and be able to work on presentation.)
- Excellent time management skills and the ability to prioritize work
- Creative and critical thinking, problem solving skills
- Strong organizational skills, attention to detail
- Proactive and can-do attitude
- Basic math skills
- Exceptional verbal and written communication and presentation skills.
- Experience working in a busy, demanding, and pressurised environment.
- Driven and self-motivated to deliver results.
- Flexible and willing to embrace change and new opportunities

BENEFITS INCLUDE

401K with employer matching	Enhanced paid family leave
Life Insurance	Birthday leave
Health, dental and vision	Voluntary/Charity leave
Generous PTO	Regular all staff educational workshops
Feel Good allowance of \$50 per month	Training allowance
Smarter Working (hybrid working , early Friday finish, and summer hours!)	Phone allowance