



JOB DESCRIPTION

ROLE: Administrative Manager
LOCATION:

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

MAJOR ROLE

- Responsible for entering and maintaining Out of Home contracts.
- Responsible for entering and reviewing media billing each month.
- Acts as liaison between Out of Home and Accounting Departments.

MAJOR CONTACTS

- Internal
 - Reports to Talon's, Nashville EVP, Chief Operating Officer
- External
 - Establishes and maintains positive relationships with clients and vendors.

MAJOR RESPONSIBILITIES



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- Enter all contracts and renewals into Plato/Geo Trak and Media Ocean systems.
- Manage the renewal tracking and contract stewardship process.
- Coordinates with Accounting Department on billing and invoice clearing functions.
- Interacts with vendors relative to contract terms, invoice problem resolution, etc.
- Provides accounting support for Account Managers.

BENEFITS INCLUDE

- 401K with employer matching
- Enhanced paid family leave
- Life Insurance
- Birthdays as necessary.
- Birthday leave

JOB SKILLS

- Health, dental and vision
- Voluntary/Charity leave

Organization

- Generous PTO
- Regular high volume of data in a neat and orderly fashion

Productivity

- Feel Good allowance of \$50 per month
- Training allowance
- Phone allowance

Time Management

- Smarter Working (hybrid working , early Friday finish, and summer hours!)
- Works in order to meet established deadlines.

Communications: To demonstrate solid communication skills, both oral and written in order to effectively interface with the agency, its clients and its business partners.

Interpersonal: Ability to be sensitive to the needs of others and to obtain the trust and respect of others. To respect the personal and professional needs of others.

Decisiveness: The ability and confidence to make good business decisions and to maintain a firm and stable position.

Initiative: The ability to take action without the direction of others and to anticipate and develop solutions to problems and recognize opportunities for improvement.

Professional: Maintain a professional demeanor and appearance.

Growth: Demonstrate an interest in the agency, its clients and the outdoor industry.

Systems: Demonstrate a proficiency in basic computing skills with an emphasis in Microsoft Office products and Internet usage.

RESPONSIBILITY OF THE AGENCY

- Provide training and support to foster growth and a successful long-term career at Talon.
- Provide actionable objectives and timely performance reviews in order to measure ability and delivery on agreed to objectives and needs.