



# 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"><li>• We embrace change</li><li>• We challenge respectfully</li><li>• We lead the way</li></ul>     | <ul style="list-style-type: none"><li>• We value collaboration and togetherness</li><li>• We are empathetic</li><li>• We embrace individuality</li></ul> | <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

### 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

### Organizational

orderly fashion

### Productivity

degree of

### Time Management

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.