

JOB DESCRIPTION

ROLE: COMMERCIAL EXECUTIVE

LOCATION: LONDON (HYBRID) SALARY: £26,500 – £30,000



ABOUT US_

At Talon, our purpose is to be the independent agency of choice providing a pioneering global platform for brands to connect with audiences in the outside world. We want to reimagine the industry to deliver greater value for our clients whilst inspiring people and caring for our planet. 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.

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 350 people located in key cities across the globe. In that time, we have been awarded for our approach to our people, our clients and our industry and want to continue and expand upon these successes.

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 ensure 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_

Reporting into the Commercial Business Director (CBD), the Commercial Executive (CE) has a wide range of responsibilities, including (but not limited to) owning and developing all Commercial reporting and tracking of both Media Owner and Media Agency spends through Excel and Power BI. Supporting the Commercial Business Director in day-to-day tasks and helping to deliver the Commercial targets. The role of a Commercial Executive requires a proactive mindset, to both help identify and develop new opportunities within the business and to pre-empt any issues which may occur.

RESPONSIBILITIES AND RELATIONSHIPS_

- Build and manage relationships with Media Owners across the appropriate levels.
- Where relevant attend external and internal meetings alongside the CBD, and or the Head of Commercial (HOC).
- Work alongside the team to collaborate with the internal Planning and Investment Teams.
- Assist the CBD and HOC in being recognised as the key contacts for our agency partners regarding our commercial operations.
- Alongside the CBD, hold responsibility for the monitoring and update of reports through Plato (Internal planning system) and Power BI, on a weekly basis.



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- Work with the CBD to update the weekly and daily internal tracking data spreadsheets so that the CBD and HOC can derive key data points relevant for meetings and updates.
- Hold responsibility alongside the CBD for the harvesting/cleansing of data and the resolution of any data issues.
- Be responsible, alongside the CBD and HOC as the point of contact for all internal and external commercial inquiries.
- Assist in data/collateral preparation for meeting output, with both internal and external personnel.
- Alongside the CBD, help to lead the liaison with media owner contacts for the cross referencing and agreement of all relevant data relating to the operation of the department.
- Support the CBD in the collation, preparation, and execution of client audits.
- Be responsible alongside the CBD for the administration and filing of all trading documentation, such as terms and conditions documents.
- Work alongside the CBD to provide half year and full year reconciliations of Media Owner spend.
- Support the CBD and HOC in the preparation of year end Media Agency rebate reconciliations and conversations.
- Champion sustainability and advocate the value of positive social and environmental impact within your team.
- Participate in projects and initiatives which drive Talon's commitment to positive social and environmental causes. E.g., charity partnerships, volunteering, carbon offsetting etc.
- Role model the Talon values and behaviours to help ensure the best possible culture and tone is set throughout Talon.

WORKING HABITS AND CORE SKILLS_

- Organisational planning
- Enthusiastic and driven.
- Able to work as part of a team.
- Organised
- Diligent
- Strong problem-solving skills.
- Comfortable with Financial data
- Ability to communicate across all levels both internally and externally.

YOUR EXPERIENCE AND QUALIFICATIONS_

- OOH experience in Commercial/Investment/Trading role, preferred but not essential.
- Experience of working in/with finance/data/numerical focussed roles.
- Industry knowledge (not essential but preferred).
- Excel at Basic/Intermediate level.
- Experience of using Power BI (not essential but preferred).



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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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