

ABOUT US

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 150 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: **Smarter as Standard**

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
We think big, we innovate and respectfully challenge the status quo, we take pride in ourselves, our work and our partnerships	We are a diverse collective of real, genuine individuals who value respect, fairness, and integrity and expect the same in return	Our entrepreneurial 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 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 date, 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
- 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.



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.

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 and an early Friday finish!)	Free Fitness Classes
Eye Care Vouchers	Monthly Massages
Season Ticket Loan	Cycle to Work Scheme



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