EVOLVE
Part of TALON_

BUSINESS ASSISTANT

Evolve OOH (part of the Talon Group) is a global outdoor media agency, whose vision is to create a business that evolves the OOH medium through pioneering, results driven tools, team experience and a passion for creativity.

Evolve aims to nurture and develop its PEOPLE. We promote CREATIVITY, whatever form that may take to allow our people to flourish. We embrace ACCOUNTABILITY for our work; providing all the DATA we need to make good decisions. Crucially, giving our people AGILITY to react and provide our clients and suppliers with the best-in-class service we pride ourselves upon.

Job Purpose:

As Business Assistant you will have an important role in providing support to Managers and Directors. You will be required to immerse yourself in the OOH world; learning quickly and honing your skills and knowledge of the industry. Your role will be crucial in assisting large accounts, and in managing smaller business accounts yourself over time.

Roles & Responsibilities:

- Working closely with the Business Managers on all activities relating to the management and development of client accounts and media plans.
- Being the first point of contact for incoming requests from clients/agencies and supporting the Business Managers accordingly.
- Providing administrative support to the wider team, as required.
- Compiling outdoor solutions in response to client briefs, alongside the Business Managers.
- Conducting market research to help identify new business opportunities.
- Helping to populate, maintain and utilise planning and buying tools.
- Growing industry knowledge and accelerating professional development by attending internal and external training.
- Developing and maintaining excellent relationships internally and within the wider industry, by attending client and industry events/visits/tours, and networking where possible.
- Attending all media owner presentations.
- Undertaking additional and ad hoc duties as requested by the Business Managers.

Knowledge & Skills:

- A strong interest in media/advertising essential and experience beneficial.
- Excellent verbal and written communication skills.
- Highly organised, with an eye for accuracy and detail.
- Competency in using Excel.
- A professional and positive attitude.
- Team-orientated.
- Calm and assertive in times of conflict or high pressure.
- Curious and ambitious.