

## 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"> <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

We are on the hunt for an all-round awesome, attention to detail and creatively driven Producer/ PM. Our producers are the champions of our projects and responsible for the quality of all deliverables, delivering our projects on time and within budget.

You need (and want) to know everything about the project - that doesn't just mean your responsibilities; it means those of all the other project stakeholders too. We love self-starters who are determined to lead every project, keep the production process moving and remain calm under pressure. You should be passionate about new technology, driven to deliver award-winning projects, and love collaborating with a team of talented people to deliver world class projects across the world.

Our projects can be exciting, film driven and has a short time frame. You should be confident in managing the client expectations in line with what was agreed within the scope of the project.

You'll have the amazing opportunity to collaborate with a creative team of awesome people to deliver effective OOH campaigns and activations across the world. This role is client facing with existing and new clients, so we require someone who feels comfortable communicating with our clients on a regular basis

## RESPONSIBILITIES AND RELATIONSHIPS

### MAIN DUTIES:

Provide weekly project status updates and making regular and timely resource requests



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Effectively taking in client briefing/market orders and accurately update production sheet.

Demonstrate attention to detail, QA checking, and taking responsibility for the accuracy of any output.

Flag potential issues to the project team and seek resolution and Ensure projects are delivered using the existing processes

Removing project blockers quickly and effectively and consistently delivering projects on time and on budget

Ensure any specific Account Manager/Client requirements are met for all projects

Monitor the resource burnt versus the effort required to complete the project to maintain the profitability

Making the project happen and keeping the client happy. Carry out post project analysis so we can all improve in the future.

**Other duties may include:**

Peer review other PM SOWs and cost estimates and ensure your project team is accurately reporting time spent on the project

Engaging and managing specialist 3<sup>rd</sup> party suppliers were required and motivating your team to deliver great work

## WORKING HABITS AND CORE SKILLS

**COMPETENCIES:**

**Managing relationships and team working**

- Ability to communicate with a broad range of people from senior level to more junior staff and ability to build and maintain effective working relationships with a variety of people.
- Ability to concentrate on several different projects and teams of people at one time.
- Able to work co-operatively with others, as opposed to working separately or competitively.
- Able to juggle priorities and consistently deliver to tight, changing deadlines.

**Communication**

- A collaborative attitude and well-developed personal communications skills in written and verbal
- Ability to establish rapport quickly and effectively with new clients/people
- Show an understanding and respect for other people's needs and actions.
- A proven ability to continually learn from experience and pass on that insight.
- Gain the trust and respect of the team, share knowledge and information, provide support to colleagues and contribute to the development of the team.

**Flexibility and Adaptability**

- Actively demonstrates a willingness to work flexibly and across a range of output.
- Willing to modify working patterns as required to meet business need.



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- Takes responsibility for own career development and successfully applies for and takes on work to build, develop and enhance skills and experience.
- Responds openly and flexibly to feedback and develops accordingly.
- Responds to changing circumstances and is resilient, flexible and willing to depart from plans when occasions demands, suggested options and solutions and adapts plans accordingly.

## YOUR EXPERIENCE AND QUALIFICATIONS

### **Skill and experiences:**

- 2 years + agency or production environment experience would be a plus
- Adobe CC experience
- Microsoft Word and Microsoft Excel experience is essential
- Happy to learn to use Project management and studio management software
- Great communication skills, written and verbal
- Organized and reliable approach to work and attention to detail
- An excellent standard of computer literacy including the use of PCs, Macs,
- Worked with a variety of clients directly.

### **Attitude:**

- A genuine interest in working in an advertising & media environment
- Ambitious self-starter, independent and resourceful, with initiative
- Happy to work in a production driven commercial and office environment
- A good sense of humour and a proactive, positive attitude.



## 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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