



## Junior Account Executive Vacancy Brief January 2020

### About Bubble Agency

We are a no nonsense boutique full-service PR, marketing and events agency with expertise in the broadcast, media technology, sports and AV industries.

Founded by Sadie Groom and independently owned, we are 20 years young with combined industry expertise of over 100 years. We are headquartered in London, with satellite offices in Dubai, LA and Portland, USA.

At Bubble Agency, we believe in doing things a bit differently. We love our clients, big ideas, and working in a creative team. As a full-service agency, we are true partners of our trusted clients and this is your opportunity to get under the skin of the industry and really get involved. The right candidate will enjoy being part of a sociable team, be passionate about communication, technology and brands. This individual must be passionate with a can-do attitude and impeccable written and verbal communication skills to match.

You'll be part of a fast-paced agency with high-growth plans. Because of this, the right candidate will have the opportunity for quick career progression, supported by a growing management team.

To apply for the role, please send your CV and a 100-word covering letter or video on why you'd like to be a Bubble to Sadie Groom on [sadieg@bubbleagency.com](mailto:sadieg@bubbleagency.com)

### Secrets of our success

- We are passionate about the industry
- We are experts who are great at what we do
- We are really nice people to work with

<b>Job title</b>	Junior Account Executive
<b>Job Description</b>	<p><b>Junior Account Executives at Bubble must:</b></p> <ul style="list-style-type: none"><li>• be driven to succeed</li><li>• be proactive and highly motivated</li><li>• be a self-starter with an enquiring mind</li><li>• have a desire to learn a trade</li><li>• have an interest in technology and communications</li><li>• have the ability to write well</li><li>• be highly organised</li></ul> <p><b>Account responsibilities</b></p> <ul style="list-style-type: none"><li>• Update client trackers on a daily basis</li><li>• Be accountable for monitoring/scan for coverage,</li></ul>

	<ul style="list-style-type: none"> <li>clipping and inform relevant client</li> <li>• Maintaining and update press lists</li> <li>• Finding and accessing speaking and awards opportunities and taking to Account Manager</li> <li>• Regularly read target media including newspapers, magazines, online sites and flag news high jacking opportunities to clients</li> <li>• Work in sync with the Account Manager and contribute ideas to accounts</li> <li>• Attend client meetings and calls and be accountable for agenda and action item / follow up emails</li> <li>• Provide tradeshow support to the entire team, ensuring the show admin runs like clockwork</li> <li>• Track, update and inform accounts team of relevant/upcoming editorial features</li> <li>• Prepare client reports alongside Account Manager</li> <li>• Pitch client news, features and interviews to target media</li> <li>• Drafting, gaining approval and distributing content to target media</li> </ul> <p><b>Company responsibilities</b></p> <ul style="list-style-type: none"> <li>• Inputting accurately into Bubble's time management system</li> <li>• Attend industry events and networking events</li> <li>• Adhoc administration duties</li> <li>• Building and maintaining media relationships</li> <li>• Contribute to Bubble Agency's social media and online presence</li> <li>• Participate in company brainstorms and ideas creation</li> <li>• Be present at new business pitches when necessary</li> <li>• Establish professional relationships with colleagues in other offices</li> <li>• Presenting to colleagues on a regular basis to share knowledge and experiences</li> </ul>
<b>Reporting to</b>	Account Manager
<b>Salary band / benefits at this level</b>	<p>The Junior Account Executive will be offered a fantastic package including:</p> <ul style="list-style-type: none"> <li>• £19,000 - £22,000 – basic salary</li> <li>• Discretionary annual performance-based bonus</li> <li>• 20 days' holiday and Christmas period closure break</li> <li>• Additional day off for the day of your birthday</li> <li>• Training and development programme</li> <li>• Mobile phone for business use</li> <li>• Laptop</li> <li>• Statutory pension</li> <li>• Private healthcare</li> </ul>
<b>Proposed start date</b>	ASAP
<b>Recruitment process</b>	<i>Once a CV has been accepted the candidate will go through the following process:</i>

<b>e.g. number of interviews, tests set/briefs etc.</b>	<p><b>Stage 1</b> – Writing and grammar test (to be completed in advance) and a phone interview. Please allow 30 minutes for the phone interview</p> <p><b>Stage 2</b> – Face to face interview with Associate Director and Senior Account Manager. Please allow 1 hour</p>
<b>Candidate specifics (e.g. experience, credentials, management skills etc.)</b>	<p><b>Candidate must:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of social media and other online tools</li> <li>• Be organised and can work under pressure to tight deadlines</li> <li>• Confident team player who can adapt easily to different situations</li> <li>• Good spoken and written communications skills</li> <li>• Detailed focused and ensures all work is completed in a timely manner</li> <li>• Ability to build relationships internally and externally</li> <li>• Professional with a good understanding of business</li> <li>• Be willing and able to work a tradeshow – we love them in our industries</li> <li>• Be prepared to travel, including overseas</li> <li>• Be active on social media</li> <li>• Have good positive energy with a proactive, can-do attitude</li> <li>• Be a media hound who's passionate about pitching and selling in stories</li> <li>• Be an excellent timekeeper who's able to think on their feet and juggle multiple tasks</li> <li>• Proficient in the use of Microsoft Office products including Outlook, Excel, Word and PowerPoint</li> </ul>
<b>Additional info</b>	More information about our clients and the way we work can be found at our website <a href="http://www.bubbleagency.com">www.bubbleagency.com</a>