



PR, MARKETING & EVENTS

Bid Manager

About Bubble Agency

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

Founded by Sadie Groom and independently owned, we are over 20 years young with combined industry expertise of over 100 years. We are headquartered on Oxford Street 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 so it's your opportunity to get under the skin of the industry and get involved. The right candidate will enjoy being part of a sociable team that is passionate about broadcast, communication, technology and brands.

This is a new role, reporting directly to the Managing Director Sadie Groom and will be a key part of Bubble Agency's sales function and new business development. This individual must be able to take ideas and transform them into written words, with a can-do attitude and impeccable written and verbal communication skills to match. This person will be adept at self-management, a goal achiever who is good at organising and planning.

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 covering letter or video on why you'd like to be a Bubble and why you are suited to this role - to Sadie Groom at careers@bubbleagency.com – subject line of Bid Manager.

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

Job Title	Bid Manager
Job Description	<p>Reporting to Bubble's Managing Director the role comprises the following:</p> <ul style="list-style-type: none">• The initial evaluation of an opportunity to compete for a contract through to the production of a bid• Co-ordination of all parties involved in the bid process to ensure everyone is aware of the level of contribution and deadlines• Ensuring all timelines are met and the bid is submitted, the bid is complete and as accurate as possible, whilst also best reflecting Bubble's services and abilities• Attending new business calls and meetings

	<ul style="list-style-type: none"> • Creation and writing of proposals, ensuring documentation is clear, concise and crucially compelling • Source and co-ordinate design input where required • Distribution of proposals • Project managing a pitch process and creation of all pitch materials and team management • Management of lead generation strategies including database • Dealing with incoming leads to the business – organisation of meetings, proposal writing, through to completion and handover to Account Team • Developing new business strands for Bubble alongside the Managing Director and Associate Director • Working alongside the Sales Manager <p>Role responsibilities</p> <ul style="list-style-type: none"> • Updating of Pipedrive system • Organising and leading the weekly sales meeting • Maintain and updating new business databases • Regularly read target media including newspapers, magazines, online sites and blogs for possible opportunities • Attend new business meetings <p>Company responsibilities</p> <ul style="list-style-type: none"> • Attend various industry events and networking events • Ad-hoc administration duties • Contribute to Bubble Agency's social media and online presence • Fully participate in company brainstorming and ideas creation • Establish professional relationships with colleagues in other offices
The Person	<p>The ideal candidate for this role will be:</p> <ul style="list-style-type: none"> • Excellent communicator • Able to work autonomously • Focused and able to follow through projects • A high attention to detail with excellent editing and proofing skills • Excellent literacy skills with an extensive vocabulary • Possibly a journalism background • Deadline driven with effective time management skills • Thrive in a busy environment • Ability to multitask and prioritise workload • Experience in the media and entertainment sector would be an advantage • Proven experience in a business environment (1 year minimum) • Can demonstrate effective bid writing skills



PR, MARKETING & EVENTS

	<ul style="list-style-type: none">• The 'glue' of the sales function <p>This role could be part-time or full-time. As a part-time role this would need to be 4 days minimum per week, suggested hours of 10am – 2pm.</p>
Reporting to	Managing Director
Salary band / benefits at this level	<p>The Bid Manager will be offered a fantastic package including:</p> <ul style="list-style-type: none">• Competitive salary (£25k- £30k)• Discretionary performance-based bonus• 20 days' holiday and Christmas period closure break• Additional day off for the day of your birthday• Training and development programme• Mobile phone for business use• Laptop• Statutory pension• Private healthcare
Proposed start date	ASAP
Recruitment process e.g. number of interviews, tests set/briefs etc.	<p><i>Once a CV has been accepted the candidate will go through the following process:</i></p> <p>Stage 1 – Phone interview with HR Director. If successful discussion point 2 is set for the next stage. Please allow 30 minutes</p> <p>Stage 2 – Chemistry round interview with Managing Director and Sales Manager. Please allow 30 minutes</p> <p>Stage 3 – Writing test. Please allow up to 1 hour</p> <p>Stage 4 – Confirmation interview with another Bubble team member</p>
Additional info	More information about our clients and the way we work can be found at our website www.bubbleagency.com