



Senior Account Executive Vacancy Brief

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 22 years young with combined industry expertise of over 100 years. We are headquartered in Holborn, London, with an office in Los Angeles and team members in New York, Portland, and Dubai.

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 share our values, enjoy being part of a sociable team, be passionate about communication, technology and brands. With experience of having worked in a PR/marketing agency, this individual must be passionate with a can-do attitude and impeccable social media, written and verbal communication skills to match.

Our values

- Teamwork
- Proactiveness
- Transparency
- Creativity

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

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 Emma Pritchard on careers@bubbleagency.com

Job title	Senior Account Executive
Job Description	<p>Senior Account Executives at Bubble must:</p> <ul style="list-style-type: none">• Be driven to succeed• Be proactive and highly motivated• Be a self-starter with an enquiring mind• Be an active member of the Bubble team, providing ideas and solutions around broader team discussions• Inspire junior members of the team• Be highly organised <p>Account responsibilities</p> <ul style="list-style-type: none">• Client liaison: own the day to day running of the account,

	<p>being on top of all action items and all client needs and making sure the Account Manager/Senior Account Manager is aware of any inconsistencies or changes to any activity</p> <ul style="list-style-type: none"> • Take opportunities to clients on a daily basis and work with them to fulfil these, providing all the guidance needed for them to complete the opportunity as well as foresee any limiting issues and suggest solutions • Ensure all client trackers are updated on a daily basis • Have an understanding of all the key processes and procedures as well as client expectations (KPIs) to ensure the delivery of results • Be a proactive pitcher, securing coverage opportunities across all your accounts and report results to clients sharing the key characteristics and benefits of each opportunity • Track and stay informed of relevant/upcoming editorial features • Maintain an ongoing relationship with key press targets, ensuring there are regular check in points in place to see how they are doing and what they are working on • Ensure press lists are updated on a daily basis • Finding and accessing speaking and awards opportunities and taking to Account Manager • Regularly read target media including newspapers, magazines, online sites and flag news high jacking opportunities to clients • Work in sync with the Account Manager and contribute ideas to accounts • Provide tradeshow support to the entire team, ensuring the show admin runs like clockwork • Prepare client reports alongside Account Manager • Drafting, gaining approval and distributing content to target media <p>Company responsibilities</p> <ul style="list-style-type: none"> • Inputting accurately into Bubble’s time management system • Attend industry events and networking events • Adhoc administration duties • Building and maintaining media relationships • Contribute to Bubble Agency’s social media and online presence • Participate in company brainstorms and ideas creation • Be present at new business pitches when necessary • Establish professional relationships with colleagues in other offices • Presenting to colleagues on a regular basis to share knowledge and experiences
Reporting to	Account Manager
Salary band / benefits at this level	<p>The Senior Account Executive will be offered a fantastic package including:</p> <ul style="list-style-type: none"> • Competitive salary • Discretionary annual performance-based bonus • 21 days’ holiday, plus Christmas period closure break • Additional holiday days awarded for long service • Flexible working hours • 3pm Friday finish for 8-weeks during the summer • Company pension • Private healthcare • Training and development programme • Mobile phone for business use • Laptop

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 – Writing and grammar test (to be completed in advance) and a phone interview HR Manger. Please allow 30 minutes for the phone interview</p> <p>Stage 2 – Video interview with Account Director and Senior Account Manager. Please allow 1 hour</p> <p>Stage 3 – Final round video interview with Associate Director. Please allow 1 hour</p>
Candidate specifics (e.g. experience, credentials, management skills etc.)	<p>Candidate must:</p> <ul style="list-style-type: none"> ● Have 1-2 years PR or marketing experience, either agency-side or in-house ● Be experienced in running social media accounts, growing followers and increasing engagement ● Understand the difference between B2B and B2C PR ● Be a media hound who’s passionate about pitching and selling in stories ● Be an excellent timekeeper who’s able to think on their feet and juggle multiple tasks ● Be willing and able to work a tradeshow (virtually and in-person when they start up again) – we love them in our industries ● Be prepared to travel, including overseas ● Be active on social media ● Have good positive energy with a proactive, can-do attitude ● Solid written and verbal communication skills
Additional info	<p>More information about our clients and the way we work can be found at our website www.bubbleagency.com</p>