

Sales Admin Support Job Description

Job Title	Sales Admin Support
Reporting To	CEO
Role Overview	The Sales Admin Support role at Bubble sits at the heart of our business development function, supporting the CEO and business unit heads to ensure the smooth running of our sales and pipeline management processes. They play a key role in maintaining accurate data, producing meaningful insights, and keeping the sales process moving across our four business units.
Salary and benefits	Salary of £30,000 P.A. In addition to the Benefits and Perks outlined in the Benefits and Welfare Initiatives overview document, the Sales Admin Support role will be offered a fantastic package including: • Competitive salary • Annual performance-based bonus • Healthcare plan • 21 days' holiday, plus Christmas period closure break (25 days annually in total) • Company pension • Training and development programme

HEADQUARTERS

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B & S Communications Ltd. (Trading as Bubble) | Registered office as above | Registered in England & Wales No. 04512177

Job Responsibilities	Sales and Pipeline Administration • Manage the full sales administration process, and referrals system, ensuring all leads and opportunities are logged, tracked, and updated in Synergist (our CRM and project management platform). • Monitor the accuracy of sales and pipeline data across all four business units, ensuring timely updates and high data integrity. • Send regular reminders and updates to business unit heads to maintain momentum on leads and opportunities. • Support the CEO in preparing sales reports, forecasts, and analysis for monthly management and board meetings. Reporting and Analysis • Prepare and maintain monthly sales scorecards and KPI dashboards for the Board and Senior Management Team. • Analyse trends in pipeline performance and conversion rates, identifying areas for improvement. • Assist in the preparation of quarterly business reviews and ad hoc performance reports Commission and Incentive Management • Track and manage commission payments for sales representatives and referees, ensuring calculations are accurate and approvals are completed on time. • Maintain clear documentation and records of all commission activity. Marketing and Sales Collaboration • Work closely with the marketing team to align sales data with marketing campaigns and ensure effective follow-up on inbound leads. • Support the creation of sales materials and presentations, such as credentials decks, case studies, and proposals. • Help coordinate participation in industry events, awards, and conferences to support lead generation and client engagement. • Organisation and management of any client/prospect hospitality or gifting. Process and System Improvement • Identify opportunities to improve sales processes, CRM usage, and reporting efficiency.
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- Assist with onboarding and training of new team members in CRM best practices.
- Support integration of Synergist with other tools (such as HubSpot, Excel, or marketing databases) as needed.

Executive Support

- Provide direct administrative and organisational support to the CEO for business development-related activity, including preparing meeting packs, follow-up notes, and scheduling sales reviews.
- Act as a liaison between the CEO, business unit heads, and marketing to ensure consistent communication and alignment.

Wider Company

- Support local and international tradeshow and conferences,, coordinating new business meetings.
- Organise and actively contribute to brainstorming sessions for clients/potential clients and internal teams, helping generate new ideas.
- Champion Bubble's values—Teamwork, Ambition, Consideration, and Transparency—in daily work and encourage, recognise and reward these behaviours in others.
- Stay curious about the industry: attend events, follow trends, and actively participate in forums and social media to inspire enthusiasm for technology and business.
- Contribute to Bubble's social media presence and share best practices and top tips with colleagues.
- Maintain your own personal development plan (PDP) and take accountability for your professional growth and development.
- Collaborate with peers to solve problems, share knowledge, and support a positive, solution-oriented environment.
- Help achieve company KPIs set, bringing suggestions and ways to achieve them as a team.
- Participate in company welfare initiatives to help foster a culture of engagement, share ideas to support wellbeing and drive the delivery of these, be mindful of your teams wellbeing, and flag any concerns.
- Keep skills in Bubble's key tools up-to-date and support efficiency by sharing tips with the team.
- Take on ad hoc administrative tasks and offer assistance where needed.

Skills and experience	Our Bubble must: • Have 1–2 years’ experience in sales administration, business support, or CRM coordination (ideally within marketing, PR, or creative agency). • Have strong working knowledge of a CRM system (Synergist, HubSpot, Salesforce, or similar) and general IT literacy. • Be confident in data handling and analysis using Excel or Google Sheet and comfortable working with numbers. • Be highly organised with meticulous attention to detail. • Have strong written and verbal communication skills; comfortable managing multiple priorities and deadlines. • Have experience with working on presentations, proposals or tenders. They must have proficiency with the following key tools: • Microsoft Office including Outlook, Excel, Word, PowerPoint, Teams. • Google Drive.
Behaviours and attributes	Our Bubble must: • Be team-oriented, positive, proactive, and eager to learn. • Be able to adhere to deadlines and take initiative. • Be commercially aware; and understand the relationship between marketing, sales, and business performance. • Be an analytical thinker with a passion for data and process improvement. • Be collaborative and approachable, able to work well across teams and levels. • Be discreet and professional with the ability to handle confidential business information responsibly.

Employee Benefits, Welfare initiatives and Perks Overview

Discretionary Annual Bonus scheme	This scheme is linked to both individual performance and contributions as well as the profitability of the business. Bonuses are paid out in two stages across January/February and August each year.
Employee Referral programme	If a candidate that an employee recommends is hired, they will be eligible to receive an incentive award of £300 up to £1,000 (depending on the level of the role).
Healthcare plan	Currently provided by BUPA and is applicable to all UK employees following successful completion of probation.
Flexi-Friday	Full time employees are allowed one flexi a month, so if you start work at 8:00am on a Friday, you can leave at 4:30pm
Flexi-Friday Summer scheme	Usually starting the first Friday in July, we introduce a 3pm finish for full time employees.
Employee Assistance Programme	The EAP offers employees a free 24-hour advice service to support and advise on any personal and professional problems which could be affecting you.
Enhanced holiday scheme and Christmas closure	Employees will benefit from 21 days plus all of the bank holidays in England and Wales, and after three years at the company, you will accrue one extra day per year up to a maximum of 26 days. Over Christmas, employees will also be granted additional closure days off that are in addition to their normal holiday entitlement.
Company sick pay	Employees will benefit from a maximum of 5 paid sick days per rolling year, inclusive of statutory sick pay.
Bucket list draw	Annual random prize draw for employee's bucket lists – with up to £2,000 towards making the experience happen!
Team socials	Welcome lunches, quarterly tea, dinners and outings. Our Welfare Ambassador arranges these and welcomes ideas for team socials!
Sabbaticals	After four years service, employees have the option to take an unpaid sabbatical of up to four weeks.
Bank holiday swap	Employees have the option to swap out traditional UK bank holiday dates and use these against other cultural or religious holidays.
Employee recognition 'WOW awards'	A quarterly competition for all employees to enter themselves or their colleagues to receive the 'WOW' award in recognition for going above and beyond. The winner is awarded a £50 voucher of their choice.
Enhanced family friendly policies	An enhanced package is offered to employees who wish to take Maternity, Paternity, or Adoption leave.

More information on the Employee Benefits, Welfare initiatives and their eligibility criteria can be found in the Employee Handbook which employees are given access to on their first day of employment. Please note that these Benefits do not form part of an employees contract of employment, are reviewed regularly and may be amended from time to time.