

# Project manager

**Position:** Permanent (Full-time)

**Location:** Ideally London based but initially working from home and with some travel to client sites envisaged

**Salary:** £30-50K (dependent on experience)

**Benefits:** Company pension, Growth opportunities, Flexible working, Training, Positive people, Creative workplace

**Your favourite beverages, replacement hip and knee joints, aeroplane parts, and cosmetics are just some of the things our clients make.**

Bubble® PPM software helps medical device developers, aerospace manufacturers, and many others, deliver mission critical projects in a controlled, reliable way. Our software provides them with a single source of truth for all of the project and portfolio information they need. It truly does have a role in keeping people walking, stopping planes from falling out of the sky, and the creation of many other products and services that keep our world moving!

We're based in London, but because of Covid, for the foreseeable future we will be remote working. We work hard to support one another using the best tools we can find to keep our team culture thriving, as well as organising meet ups as often as we can.

Bubble® may be the perfect next step in your career if you want a company:

- That treasurers its start-up culture, while building effective client relationships over many years
- Where your thoughts, experiences, and views will be valued and acted upon
- That can provide the opportunity to stretch yourself and develop your skills

## About the role

Bubble are growing rapidly and looking to strengthen our own project delivery with an outstanding project manager. We are looking for someone with energy, drive and commitment and who will ensure we delight every client.

As a skilled project manager who can implement our Project and Portfolio Management software for new clients, you'll be providing a professional and reliable service to all levels within multiple client organisations, building and maintaining excellent client relationships, and delivering projects that deploy our software rapidly and successfully.

### You'll thrive in:

- Becoming a knowledgeable user and skilled configurator of Bubble PPM software
- Becoming expert in different approaches to Project & Portfolio Management and how best to apply them
- Facilitating client workshops and translate requirements into a configuration plan
- Supporting clients to set up, configure, and pre-populate the software
- Translating customisation requirements into a brief for Bubble software developers
- Delivering training to client administrators and users
- Managing key relationships with clients
- Supporting Account Managers with client presentations and relationships

## About you

The possibilities for our software are endless. Now is a great time for the right project manager to join our team and accelerate our growth even further. We're looking for someone with a positive and can-do attitude who will add to the strength of our current team.

### Ideally you will see yourself as a completer/finisher, and you'll have:

- A good first degree
- At least 3 years work experience in a business to business client-facing role
- Excellent project management skills, including experience running / delivering projects from start to finish
- The ability to work independently and with others, with drive and initiative
- Excellent relationship management skills
- Facilitation skills (both face to face and via web meetings)
- A good degree of Tech savviness (e.g. you are able to pick up new software)
- Strong attention to detail
- Good Excel skills

### The following experiences would also be desirable:

- Working in a software company
- Portfolio Management and/or working within a Project Management Office
- Working within an Innovation and New Product Development environment
- Working within more than one sector

## Interested?

Please e-mail a CV, or contact us, using the following details:  
[recruitment@bubblegroup.com](mailto:recruitment@bubblegroup.com)

### Important notes:

- This role is UK based and only open to candidates already based in and authorized to work in the UK.
- We will acknowledge role-related questions, communications, and candidate submissions.
- Sorry, but we are not intending to use recruiters for this role.
- We will not consider applications for contract/agency/part-time work.

Bubble® was founded in 1999 as an Innovation consultancy and we are now a leading provider of Project and Portfolio Management software. We serve multi-national clients from bases in London, Cambridge, and Vancouver. Traditionally we have focused our solutions towards Innovation, New Product Development and Engineering organisations, but we are also experiencing growth in other areas including utilities, IT and public sector.

Learn more about Bubble® at: [bubblegroup.com](http://bubblegroup.com)

