

Senior Property Advisor – Flexible Team



Making Moves London

The Company

Making Moves are a 5-year-old property start-up based in Shoreditch. Our team comprises of 17 current employees with a view to now growing the team extensively over the next five years. We are continuing to shake up the property industry, with our modern approach to advising creative, fashion and technology companies on their office moves across Central London. Our success has also been rewarded through the receipt of various awards including a prestigious place on the StartUps 100 and an Amazon Growing Business Award.

Making Moves Flexible is a division of Making Moves London that focuses on moving clients to flexible office space, including; serviced, managed and coworking options.

Job Overview

As a Senior Property Advisor your role will primarily be to search and acquire new office space for Making Moves clients and provide them with responsible advice regarding the London office market. You will be responsible for generating interest and opportunities for the Flexible team whilst working closely with our Sales and Marketing Teams. You will act as primary contact managing new and current client's office moves whilst establishing and maintaining a high standard of service to all clients. You will be responsible for developing and maintaining the Making Moves Flexible Sales pipeline and supporting the Director of Flexible with larger clients.

The Role

- Searching and acquiring new office space in Central London using personal contacts, connections, networking events and the internet.
- Building and cultivating relationships with service providers and their agents by initiating and conducting follow-up communications
- Building and maintaining up-to-date information about the available flexible office space
- Coordinating with the Sales team to make the most of the available opportunities
- Taking responsibility for the client's office move, providing them with the right advice throughout the process
- Arranging and accompanying the clients on all viewing tours
- Negotiating to get the best deal for the client
- Preparing client presentations, booking viewings and gathering proposals
- Working with the Director of Flexible to develop and grow the sales pipeline to consistently meet quarterly revenue goals and performance targets



- Obtain client feedback and recommend service improvements
- Working within our CRM system to manage, cultivate and financially track your client relationships
- Supporting the Marketing Activities by coordinating with the Marketing Team to generate new prospects and using personal social media accounts to promote Making Moves

What we're looking for

- Experience working in the property sector
- Experience working in the flexible office market is desirable
- Experience working in a client facing role
- A reliable individual who will take responsibility for their role and tasks within the company
- A good knowledge of London
- A strong communicator
- A desire to do well and achieve in everything you do
- A resilient individual who keeps going and always strives to do their best
- Excellent attention to detail, spelling and grammar
- Ability to prioritise conflicting tasks
- IT literate with a good knowledge of MS Office, especially Excel
- Effective time management and ability to manage their own workload

Salary & Benefits

- Discretionary end of year bonus based on performance
- Uncapped commission paid on all revenue generated
- 25 days annual leave
- An additional day's holiday for your birthday
- Full training and development programme
- Team annual trip (Performance Based - Berlin 2017, New York 2018, Las Vegas 2019)
- Subscription to Company perks scheme
- Access to free private GP clinics and unlimited appointments
- Professional development and training
- Subscription to Busuu - the language learning app
- Cycle to work scheme and free weekly yoga classes
- Monthly team Socials
- Best office in Shoreditch
- Free fruit, coffee and snacks