

Senior Surveyor – Agency 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 5 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.

Job Overview

As a Senior Surveyor 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 Agency 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 London pipeline and supporting the Director of Agency with larger clients and team management.

The Role

- Searching and acquiring new office space in Central London using personal contacts, connections, networking events and the internet
- Negotiate lease renewals on behalf of Making Moves clients
- Building and cultivating relationships with landlords and their agents by initiating and conducting follow-up communications
- Building and maintaining up-to-date information about the available office space
- Coordinating with the Sales team to make the most of the available opportunities
- Develop a pipeline of work, self-sourcing a large proportion of total revenue generated and consistently meeting quarterly revenue goals and targets
- 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
- Managing the legal process alongside the client's solicitors
- Preparing client presentations, attending new business pitches, booking viewings and gathering proposals
- 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
- Assisting the Director of Agency in team management and ensuring a high quality of service is delivered to all clients

What we're looking for

- Experience working in the London commercial property market is desirable
- A thorough understanding of leasehold office acquisition
- Experience working in a client facing role
- 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 yoga classes
- Monthly team socials
- Best office in Shoreditch
- Free fruit, coffee and snacks