



# Associate Director – Agency Team

## Making Moves London

### The Company

Making Moves is a 6-year-old property consultancy based in Shoreditch. Our team comprises of 15 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.

### Job Overview

As an Associate Director your time will be split between developing and maintaining the Making Moves London pipeline. You will be an integral part of the pitch team for prospects and you will work with our large clients. 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.

### The Role

- Pitching for new business is an integral part of this role. The pitches will be either booked by our sales team or by yourself from utilising your network and creating opportunities for the business.
- Leading the client pitch alongside the pitch team and developing the client brief to maintain a high conversion rate
- Taking responsibility and managing our client's entire office moves for our existing client base. Providing the right advice throughout the process and excellent customer service
- Searching and acquiring new office space in Central London using personal contacts, connections, networking events and the internet
- Working closely with the Making Moves Flexible team on the vast majority of jobs to ensure the client has full exposure to the market
- Arranging and accompanying the clients on all viewing tours
- Negotiating to get the best deal for the client
- Working with the Head of Office Agency to develop / grow the sales pipeline to consistently meet quarterly revenue goals and performance targets
- 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 in the management of junior team members, responsible for developing their skills and industry knowledge and taking a central role in onboarding new employees

### What we're looking for

- Experienced agent with a track record of acquisitions or disposals in Central London
- We are a relatively small team of agents with a high volume of work. At any one time each agent in the team will be handling between 15-20 clients briefs therefore we are seeking an individual who can prioritise tasks and maintain an excellent attention to detail
- Good knowledge of Excel to develop detailed cash flows
- Business Development skills. We expect our agents to enhance the efforts of our BD team and collaborate when targeting new business

### Salary & Benefits

- Competitive basic salary and uncapped commission
- 25 days annual leave
- An additional day's holiday for your birthday
- Full training and development programme
- Team annual trip (Performance Based - Berlin 2018, New York 2019)
- Subscription to Company perks scheme
- Professional development and training
- Cycle to work scheme
- Monthly and Quarterly Team Socials
- Best office in Shoreditch
- Free fruit, coffee and snacks