

Senior Property Advisor – Flexible 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 a Senior Property Advisor your role will primarily be to search and acquire new flexible 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 helping to develop and maintain the Making Moves London pipeline and supporting the agency team with their duties.

The Role

- Taking responsibility and managing our client's entire office moves, providing them with the right advice throughout the process and excellent customer service
- Working closely with Head of Flexible and alongside the Office Agency team on larger requirements
- Supporting junior members of the team and assisting in onboarding and training
- Searching and acquiring new office space in Central London using personal contacts, connections, networking events and the internet.
- Building and cultivating relationships with providers 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
- Arranging and accompanying the clients on all viewing tours
- Negotiating to get the best deal for the client
- Assist management in preparing client presentations and follow up contact, booking viewings and gathering proposals



- Working with the Head of Flexible to develop / 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

- A reliable individual who will take responsibility for their role and tasks within the company
- Experience in commercial property, particularly within the serviced office market
- Knowledge of different serviced office providers and their offerings
- A strong communicator and excellent customer service
- 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
- Effective time management and ability to manage their own workload

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