



## MAKING MOVES

# Building Surveyor / Project Manager

## Making Moves Technical

### Job Overview

The Building Surveyor will primarily be responsible for overseeing the production of building surveys, dilapidations inspections, running project management contracts and assisting our Director of Technical on larger project management contracts. This role sits within Making Moves Technical, part of the Making Moves family.

### The Role & Responsibilities

- Overseeing the production building surveys and dilapidations assessments and negotiations
- Providing QA for dilapidations reports and building surveys produced by the team
- Running medium project management jobs
- Supporting with project management of larger jobs alongside Director of Technical
- Building and cultivating client relationships to identifying when they may require more services
- Building and maintaining up to date information to be uploaded to the CRM
- Supporting the growth of our apprentice and Surveyor
- Assisting our Director on pitches and in face-to-face meetings
- Supporting the wider team with technical queries and advice

### What we're looking for

- Chartered status (MRICS) qualification
- Confident running project management contracts and advising clients on their workplace strategy
- Experience supporting junior team members and signing work off
- A reliable individual who will take responsibility for their role and tasks within the company
- An individual with the ability to service clients end to end
- A desire to do well and achieve
- Excellent client communication
- Commercial tenant experience is desirable but not essential
- Business minded – always want to upsell
- Self-motivated, positive attitude and clear communication skills.

### Salary & benefits

- Competitive salary DOE plus commission
- 25 days annual leave and an additional day off for your birthday
- Team annual trip (Performance Based - Berlin 2018, New York 2019)
- Professional development and training
- Supportive & Inclusive team culture
- Monthly and Quarterly Team Activities
- Best office in Shoreditch & free nutritional snacks

## Diversity & Inclusion

Making Moves wants to advocate and implement systemic change within the property industry, and ultimately be the leaders of innovation. We are building a workforce that is truly representative of all sections of society. Read our full policy on our website.