



# MAKING MOVES

## BUILDING SURVEYOR

### MAKING MOVES TECHNICAL

#### OVERVIEW:

Making Moves are a property consultancy based in Shoreditch. We advise creative, fashion and technology companies on their office moves across central London. Our award-winning approach to the process has led to us securing London Business of the year at the SME National Business awards, Silver Award for Employee of the Year at SME Business Awards and SME of the Year at the Business Champion Awards.

The Building Surveyor will primarily be involved in our Consultancy Services team responsible for supporting our occupier clients with professional advice when acquiring a new lease (Building Survey) and strategic advice for exiting an existing lease (Dilapidations Assessments and Dilapidations Negotiations). There will also be opportunities to be involved with the delivery of Cat B office fit outs of all shapes and sizes. This role sits within Making Moves Technical, part of the Making Moves family. The role requires you to work directly with clients and identify their needs. You will be helping to develop Making Moves Technical, whilst also supporting the rest of the business and providing a high-quality service for our clients.

#### THE ROLE AND RESPONSIBILITIES:

- Carrying out building inspections and preparing reports in relation to Building Surveys and Dilapidations
- Assisting with medium project management jobs
- Building and cultivating client relationships and being able to identify when they may require more services
- Building and maintaining up to date information to be uploaded to the CRM
- Assisting our Director on pitches and in face-to-face meetings
- Supporting the wider team with technical queries and advice
- Developing strong internal relationships within Making Moves

#### WHAT WE'RE LOOKING FOR:

- Chartered status (MRICS) qualification
- Experience working with commercial office buildings and an application of general Building Surveying



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- Confident at running project management contracts
- 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
- A resilient individual who keeps going and always strives to do their best
- Self-motivated, positive attitude and clear communication skills
- Great attention to detail

### BENEFITS:

- **Bonus scheme:** we believe in rewarding good performance, so you'll be eligible for quarterly bonus payments-based on the revenue you generate for Making Moves Technical. This is non-contractual and offered fully at the discretion of Making Moves Technical Ltd.
- We have a strategy focused on investing in our employees training and development.
- 25 working days paid holidays, in addition to bank holidays.
- Additional day off on your Birthday as part of the positive culture at Making Moves Technical Ltd.
- The Company will provide a laptop for business use
- Pension: matched pension contributions.
- Private Health Insurance (kicks in after probation pass).
- Team events monthly.
- Best office in Shoreditch & free nutritional snacks.
- Supportive & Inclusive team culture.

### 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.