



MAKING MOVES

SENIOR PROJECT MANAGER

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 Senior Project Manager will primarily be fully responsible for working with our occupier clients and supporting them to deliver their new office workplace. The projects will be of all shapes and sizes and be delivered on a Traditional and Design & Build basis. This role sits within Making Moves Technical, part of the Making Moves family.

THE ROLE AND RESPONSIBILITIES:

- Taking full responsibility and accountability for delivering project management jobs from inception to completion
- 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
- Supporting the growth of the junior team
- 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
- A confident person who likes to be in a client facing role
- Confident running project management contracts and advising clients on their workplace strategy
- Desire to want to support 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



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- 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
- 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.
- Team events monthly.
- Private Health Insurance (kicks in after probation pass).
- 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.