

# JUNIOR PROPERTY ADVISOR

## MAKING MOVES LONDON

### 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.

Making Moves London is made up of various departments Agency, Flexible, Exit and Technical. This role sits in our Flexible department. Making Moves Flexible focuses on moving clients to flexible office space, including serviced, managed and coworking options.

We're not an ordinary property company, so we only hire extraordinary people. We're on the lookout for a motivated, forward-thinking individual who is eager to learn and challenge themselves.

### JOB OVERVIEW:

As a Junior Property Advisor your role will primarily be to search and acquire new 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 Flexible Sales pipeline and supporting the Flexible team with their duties.

### THE ROLE & RESPONSIBILITIES

- Building and cultivating relationships with service providers and their agents 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.



**MAKING MOVES**

- Taking responsibility for the client's office move, providing them with the right advice throughout the process.
- Arranging and accompanying the clients on all viewing tours.
- Negotiating to get the best deal for the client.
- Assist management in preparing client presentations + follow up contact, booking viewings and gathering proposals.
- 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.
- An interest in property.
- Desire to learn.
- Experience working in an office-based role.
- A good knowledge of London.
- A strong communicator who is able to build good rapport.
- A personable individual who is comfortable meeting new people.
- 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, especially Excel.
- Effective time management and ability to manage their own workload.

## BENEFITS:

- **Bonus scheme:** we believe in rewarding good performance, so team members may also be offered a bonus for individual or team performance. This is non-contractual.
- **Uncapped commission scheme:** a tailored commission scheme for your role
- We have a strategy focused on investing in our employees training and development. You will receive a tailored 6 month onboarding and training plan to allow you to progress and develop within your role at Making Moves.
- 25 working days paid holidays, in addition to bank holidays.
- Additional day off on your Birthday.
- The Company will provide a laptop for business use.



**MAKING MOVES**

- Pension: matched pension contributions.
- Private Health Insurance (kicks in after probation pass).
- Team events monthly, team trips yearly for hitting company target (Amsterdam last year).
- 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](#).