



# OPERATIONS COORDINATOR

## THE COMPANY

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. 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

The Making Moves team are seeking a self-motivated Operations Coordinator to join the company. You will be providing support for the business to ensure it is operating as efficiently as possible.

## THE ROLE AND RESPONSIBILITIES

- Reviewing processes to ensure the business is operating as efficiently as possible.
- Ensuring that all relevant legislation is adhered to such as health and safety regulations and any industry specific best practice guidelines, such as AML checks for clients under offer on a building.
- Collecting and analysing data from the CRM system to identify seasonal trends and potential growth in client numbers.
- Completing monthly payroll.
- Managing the invoicing and expenses process.
- Assisting with the onboarding of new starters.
- Ensuring that the business has the right personnel and resources needed to meet demand.
- Presenting and preparing reports to internal and external stakeholders.
- Ensuring all relevant risk assessments and other related paperwork are complete to the current H&S standards.
- Managing all company subscriptions and suppliers.
- Analysing and coordinating the supply chain of the business.
- Working with internal teams to run internal and external events.

## WHAT WE'RE LOOKING FOR

- 1 – 2 years' experience in a similar role
- Excellent organisational skills.
- Self-motivated, positive attitude and clear communication skills.
- Ability to prioritise conflicting tasks.
- Strong knowledge of Microsoft applications, especially Excel.
- Excellent written and verbal communication skills.
- Effective time management and ability to manage own workload.
- Strong business knowledge.
- A reliable individual who will take responsibility for their role and tasks within the company.
- A desire to do well and achieve in everything you do.



## SALARY AND BENEFITS

- £28,000 - £34,000 based on experience.
- 25 days annual leave and an additional days holiday for your birthday pro rata.
- Team annual trip (Performance based - Berlin 2018, New York 2019, Amsterdam 2022).
- Subscription to Company perks scheme.
- Private GP service and annual health assessment.
- Professional development and training.
- Inclusive and supportive 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 .