



MAKING MOVES

## SENIOR PROJECT MANAGER

### MAKING MOVES TECHNICAL

#### OVERVIEW:

Making Moves are a commercial property consultancy based in Shoreditch. Our team comprises of 34 current employees with a view to grow the team extensively over the next five years. We are continuing to shake up the commercial property industry, with our modern approach to advising occupiers on their office move strategies across Central London. Our award-winning approach to the process has seen us be recognised as one of the Best Places to Work 2024 by the Sunday Times.

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.
- Maintaining excellent levels of client service.
- Managing client's entire office fit-out, providing them with the right advice and access to resource throughout the process.
- Preparing draft Engagement Agreements for Director review in preparation for sending to Client.
- Establishing and testing a client brief and working through design phase with the client.
- Advising clients on procurement and contract options relevant to the clients' brief.
- Assisting with identifying key project risks and help clients to understand risks and use practical methods/solutions to mitigate/address these risks.
- Tendering for contractors and suppliers on behalf of the client.
- Project Managing on site on behalf of the client throughout construction and administering the terms of the building contract.
- Successfully completing post-completion checks and supporting the client through the closing of the project.
- 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.



## MAKING MOVES

- Working closely with the marketing team to develop and promote the Making Moves Technical brand.

### WHAT WE'RE LOOKING FOR:

- Chartered status (MRICS) qualification is preferred but not essential.
- A confident person who likes to be in a client facing role.
- 5+ year's experience running project management contracts on a traditional and design and build basis.
- Experience 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.
- Excellent client communication.
- Commercial tenant/occupier experience is desirable but not essential.
- Ability to unlock new business opportunities through business development.
- Self-motivated, positive attitude and clear communication skills.
- Great attention to detail.
- Ability to manage a lot of spinning plates.

### BENEFITS:

- **Bonus Scheme:** we believe in rewarding good performance, so you may be eligible for bonus payments. This is non-contractual and offered fully at the discretion of Making Moves Technical Ltd.
- **Commission Scheme:** this role has a tailored commission scheme.
- **Training and Development:** We have a strategy focused on investing in our employees training and development. You will receive a tailored onboarding and training plan to allow you to progress and develop within your role at Making Moves.
- **Holiday Allowance:** 25 working days paid holidays, in addition to bank holidays. Additional day off on your Birthday.
- **Pension:** matched pension contributions.
- **Health Insurance:** Private Health Insurance (kicks in after probation pass).
- **Wellbeing:** Juno (wellbeing app): £25 to spend on wellbeing a month. Access to Mental Health First Aider. Run Club and Yoga Club.
- **Benefits:** Team events monthly, team trips yearly for hitting company target (Porto this year). Best office in Shoreditch & free nutritional snacks.



## MAKING MOVES

- **Team Culture:** 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.