

## Associate Director (Project Management)

### About Making Moves

Making Moves is a London-based commercial office consultancy that does things differently. We specialise in advising forward-thinking businesses on office strategies across the entire London market.

Navigating London's property market can be overwhelming, but our expert team makes the process seamless, allowing clients to focus on their business. Whether it's finding a new office, renewing a lease, or managing an exit, we offer all services under one roof.

Our Technical team have developed an exciting new 'Investor' service line to support Landlords with delivering Cat A+/Fitted office space. Our expertise representing tenants positions us to best advise Landlords on creating space for occupiers in mind.

We're not your ordinary commercial property company, and we seek extraordinary people. If you're a positive, innovative thinker ready to make an impact, we want to hear from you.

### The mission for this role

**The mission for this role is to support with the development of our new 'Investor' offering** and leading the project management of large-scale or complex office fit-outs, providing expert advice and coordinating cross-functional teams to deliver high-quality results that our clients love.

### Your focus will be to...

- Take strategic ownership of project management jobs from inception to completion, ensuring alignment with organisational goals.
- Draft client fee proposals, taking full responsibility for their accuracy and ensuring they meet both company standards and client expectations.
- Guide clients through complex decision-making processes, and ensure their vision is fully realised.
- Anticipate client needs and develop tailored solutions that optimise project outcomes.
- Lead the identification and mitigation of project risks, implementing advanced risk management strategies and educating clients on potential challenges and solutions.
- Develop and enforce quality standards across the team, ensuring consistency and excellence in project outcomes. Mentor others in maintaining attention to detail.
- Drive the tendering process for contractors and other suppliers relative to office fit out.
- Cultivate and expand client relationships by proactively identifying additional service opportunities, leading to increased business growth and client retention.
- Manage and optimise CRM data, ensuring all client and project information is accurate, comprehensive, and utilised for strategic decision-making.

- Mentor and develop junior team members, fostering a culture of continuous learning and professional growth within the team.
- Take a lead role in pitches and client meetings, providing expert insights and representing the company at a high level to secure new business opportunities.
- Possess comprehensive knowledge of unique industry needs, with the ability to lead BD initiatives focused on acquiring revenue in specific industry verticals by targeting well-defined client personas within the ICP.
- Provide advanced technical support and guidance, serving as a subject matter expert to the wider team and ensuring that technical queries are resolved effectively.
- Collaborate with the marketing team to shape and elevate the Making Moves Technical brand, ensuring it aligns with the company's strategic vision and resonates with target audiences.
- Lead client engagement efforts, develop relationship management strategies, and mentor others. Contribute to company-wide strategic initiatives.

#### **We'd love to hear from you if...**

- You have around 6-7+ years of experience in managing project management contracts across traditional and/or design and build frameworks.
- You are excited at the prospect of being involved in shaping and growing a new service line.
- You have experience managing client relationships and delivering results in client-facing roles.
- You have the ability to translate strategic objectives into actionable project plans.
- You are a proactive leader, capable of taking ownership of projects and ensuring high standards are met.
- You have experience mentoring and developing junior team members.
- You are comfortable handling multiple complex tasks and priorities, remaining composed under pressure.
- You are self-motivated, with a positive attitude and clear communication skills.

#### **Remote vs in-person working balance**

We are primarily an in-person business, believing in the power of collaboration when we are together. Our work-from-home policy varies by team, reflecting the unique needs and goals of each group. After completing their onboarding, most team members may work from home one day per week. For our sales team, remote work options are determined based on individual performance and targets.

#### **Pay & Benefits**

- Bonus Scheme: we believe in rewarding good performance, so you may be eligible for bonus payments under our discretionary 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, in addition to continuous learning and development opportunities.
- 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 targets (Porto this year).
- Best office in Shoreditch & free healthy snacks. The dog-friendly office is buzzing with energy that is reflected in the enthusiasm and creativity of our team.
- Team Culture: Supportive & Inclusive team culture.

### **Diversity, Equity, Belonging**

At Making Moves, we are dedicated to advocating for and implementing systemic change within the property industry. Our goal is to be leaders of innovation, building a team that is truly representative of all sections of society.

We encourage candidates from all backgrounds, experiences, and abilities to apply, even if you don't meet every qualification listed. We believe that a diverse range of perspectives strengthens our team and helps us drive meaningful change.

If you need any accommodations or adjustments during the application process, please let us know, and we will be happy to assist.

Read our full policy on [our website](#).