Job Description

Associate Director Surveyor – Full-time

**About Making Moves**

Making Moves is a London-based office consultancy that prides itself on doing things differently. We specialise in advising forward-thinking businesses on their office strategies across the entire London market. Uniquely, we represent only occupiers—never landlords—ensuring that our clients receive impartial, bespoke advice tailored to their specific needs.

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.

In addition to our London expertise, we are now expanding our reach by facilitating flex deals globally, helping businesses secure the right office solutions wherever they operate.

We’re not your ordinary 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…**

As an **Associate Director Surveyor**, you will play a key role in advising and representing our clients on commercial property matters. You will be responsible for leading office acquisitions, lease negotiations, and strategic property advice while driving business development and maintaining strong relationships with clients, landlords, and industry professionals.

You will also contribute to the development of our growing Agency team, supporting junior colleagues and ensuring exceptional service delivery across all projects.

**Your focus will be to…**

* Lead and manage office acquisition projects from inception to completion, providing expert advice to clients throughout the process.
* Develop and implement property strategies tailored to clients’ business needs, ensuring optimal lease terms and cost-effective solutions.
* Leverage personal networks and market intelligence to identify and secure new business opportunities.
* Build and maintain strong relationships with landlords, agents, and key industry stakeholders.
* Negotiate lease terms and commercial agreements to achieve the best outcomes for clients.
* Stay informed of market trends, ensuring that clients receive up-to-date, data-driven insights.
* Support the Sales and Marketing teams in generating leads and increasing brand awareness.
* Mentor and develop junior team members, fostering a collaborative and high-performing work environment.
* Maintain accurate client records within our CRM system, tracking financial performance and key milestones.
* Assist with marketing initiatives by contributing to thought leadership, attending industry events, and leveraging personal social media platforms to promote Making Moves.
* Work with the Head of Office Agency Team to develop / grow the sales pipeline to consistently meet quarterly revenue goals and performance targets.

**We’d love to hear from you if…**

**Your experience includes:**

## Proven experience in **commercial property consultancy,** with a strong track record in office agency and lease advisory.

## In-depth knowledge of the **London office market** and commercial leasing trends.

* Strong ability to independently drive **business development** initiatives, identifying and capitalising on new opportunities.
* Experience in mentoring and supporting **junior team members.**
* Excellent **client relationship management** and negotiation skills.
* High level of **attention to detail** and ability to produce high-quality reports and presentations.
* Proficiency in **MS Office** (Excel, PowerPoint, Word) and CRM systems.
* Effective **time management** skills, with the ability to manage multiple projects simultaneously.

**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.

**Pay & 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 London 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 (Barcelona this year).

## **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](https://makingmoveslondon.co.uk/diversity-and-inclusion/).