

Senior Property Advisor – 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.

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...

The mission for this 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 Agency 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 pipeline and supporting the Agency team with their duties.

Your focus will be to...

- Take responsibility and manage our client's entire office moves, providing them with the right advice throughout the process and excellent customer service
- Search and acquire new office space for our clients using personal contacts, connections, networking events and systems
- Build and cultivate relationships with landlords and their agents by initiating and conducting follow-up communications
- Build and maintain up-to-date information about the available office space
- Coordinate with the Sales team to make the most of the available opportunities
- Proactively generate leads and identify new business opportunities through self-driven business development efforts, fostering relationships with potential clients and contacts
- Arrange and accompany the clients on all viewing tours
- Negotiate to get the best deal for the client
- Assist in preparing client presentations and follow up contact, booking viewings and gathering proposals
- Work with the Head of Office Agency Team to develop / grow the sales pipeline to consistently meet quarterly revenue goals and performance targets
- Obtain client feedback and recommend service improvements

- Work within our CRM system to manage, cultivate and financially track your client relationships
- Support the Marketing Activities by coordinating with the Marketing Team to generate new prospects and using personal social media accounts to promote Making Moves

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

Your experience includes:

- A good knowledge of London. However, not essential as we have a robust training plan to bring the individual up to speed regarding the London office market
- Strong ability to independently drive business development initiatives, identifying and capitalising on new opportunities to expand client relationships and grow the business
- 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
- You have proven experience in commercial property
- You are a strong communicator and excellent customer service
- You have a desire to do well and achieve in everything you do

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. 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.
- **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](#).