

Graduate Building Surveyor/Project Manager

Start date: June/July 2025

Assessment Centre: 10th Feb 2025

Salary: £28,000+commission scheme

Overview

Introducing the Making Moves Building Surveyor/Project Manager Graduate Scheme! A graduate role at London's most exciting commercial property company. You'll gain hands-on experience in property surveying, dilapidations consultancy, and project management while working with a team of qualified professionals.

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.

Making Moves is made up of various departments Agency, Flexible, Exit and Technical. This Graduate Scheme sits within our Technical Team.

In this role, you will have the unique opportunity to earn commission, setting us apart from our competitors. We reward your contributions not only through a competitive salary but also through performance-based incentives. This structure allows you to directly benefit from your success in delivering exceptional service and building strong client relationships, offering greater financial growth and career advancement compared to traditional pathways.

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 is to develop and apply your technical knowledge to provide quality expertise and advice to our clients. You will follow the APC pathway through the Royal Institution of Chartered Surveyors (RICS). You will help our team to deliver on a broad range of projects for our clients. This will give you the opportunity to develop your skills and obtain practical experience.

Your focus will be to...

Here's a breakdown of the key functions you'll explore:

1. Building Surveying

Work with qualified surveyors to assess the condition of commercial properties before

lease agreements. You'll identify defects, liabilities, and maintenance needs, providing clients with detailed reports to safeguard their investment.

2. Dilapidations Consultancy

Assist in reviewing dilapidation claims, advising clients on their liabilities, and negotiating cost reductions. You'll help clients navigate lease exit processes, minimising disputes and securing favourable outcomes.

3. Commercial Office Fit-Out Project Management

Collaborate with fit-out companies to manage office design and build projects, ensuring efficiency and alignment with client goals. You'll oversee the process and protect client interests from start to finish.

Training and Development

Training for your APC will be delivered through a combination of workshops, shadowing of team members, online learning and self-study. You will experience mentorship from experienced individuals within the Making Moves Team and receive support from your counsellor. Your APC supervisor will help guide you through the process.

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

- You're a reliable individual who will take responsibility for your role and tasks within the company.
- You're a team player.
- You're a strong communicator.
- You have a desire to do well and achieve in everything you do.
- You have excellent attention to detail, spelling and grammar.
- You have the ability to prioritise conflicting tasks.
- You're IT literate with a good knowledge of MS Office, especially Excel
- You have effective time management skills and the ability to manage your own workload.
- You have a commitment and enthusiasm for learning.
- You have an interest in commercial property.

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 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](#).

Eligibility

To apply, you must be on track to achieve a 2:1 in an RICS-accredited undergraduate degree or a degree in any subject and an RICS-accredited MSc in a related degree.

If you have any specific questions about a recent application or other opportunities, please email info@makingmoves.london

Apply Today

Our application process involves:

- Online Application
- Online Assessment
- Assessment Centre (10th February 2025)
- Potential interview with our team following the Assessment Centre