

## Team Assistant, Logistics, Germany

Full-time, Permanent

Düsseldorf

### About us?

SEGRO is a UK Real Estate Investment Trust (REIT) and listed on the London Stock Exchange in the FTSE 100 index.

For over 100 years SEGRO has been creating the space that enables extraordinary things to happen. We invest in high-quality real estate, actively manage our portfolio and sell assets to crystallise attractive returns. We own, manage, and develop light industrial property and modern warehouses with a portfolio comprising 8 million square metres of space (86 million square feet), valued at £18 billion. We are spread strategically across locations in the UK and in Continental Europe.

Our goal is to be the leading owner, manager and developer of industrial properties in Europe and the partner of choice for our customers.

### Why work for us?

91% - employees feel engaged (2022 employee survey)

SEGRO is a friendly, vibrant community. We believe SEGRO people are amongst the best in our industry. We have a talented and committed team of employees in the UK and across Continental Europe. Our aim is to continue to attract, develop and retain the best and brightest employees in the industry.

We are proud of our track record in spotting and nurturing talent. Our ambition is to make sure every individual has the opportunity to maximize their potential and their careers with SEGRO.

### What are we looking for?

We are currently looking to appoint a Team Assistant, Logistics, Germany to provide full administrative, secretarial and project coordination support to the Director of Logistics, Germany, and the wider team.

The role's principal accountabilities will be in:

- Coordinate and manage team schedules by arranging meetings with both internal and external parties, taking minutes and following up on key actions to ensure effective communication and timely completion of tasks.
- Provide support to team members in the context of lease negotiations, contracts, indexation letters, and service charge processes.
- Coordinate the creation and submission of purchase orders and the timely payment of invoices.
- Ensure accurate record-keeping and tracking of site offers while providing support for acquisitions and conducting thorough research.
- Establish and maintain internet-based advertising for logistics units, while also updating reporting templates and charts for the logistics team.

### You will have...

- Demonstrated proficiency in administration duties, including managing complex calendars and schedules.
- Fluent in both written and verbal English.
- Proficient in the use of MS Outlook, Excel, Word, and PowerPoint.

- Demonstrate exceptional attention to detail, along with outstanding communication and organizational skills.
- Ability to handle confidential and sensitive information with the highest level of discretion.

### **What we offer...**

Competitive package including; 30 days annual leave, defined contributory pension plan, an optional direct insurance pension saving scheme, life assurance. As well as a wellbeing programme, and an annual charity day of giving.

We provide excellent opportunities for training and development, supporting employees with their career ambitions. We have a range of high-quality education and training on personal and professional skills that enable our people to fulfil their potential.

All employees participate in our annual bonus scheme and have the opportunity to own a stake in the company through share schemes open to everyone.

### **How to apply:**

If you would like to be considered for this role, please send your CV with covering letter detailing your suitability for the role to [UKRecruitment@SEGRO.com](mailto:UKRecruitment@SEGRO.com) or [EURecruitment@SEGRO.com](mailto:EURecruitment@SEGRO.com)

**SEGRO is an equal opportunities employer.  
No Agencies please.**

**At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.**