



ROLE PROFILE

Job Title: Assistant, Asset Management, Location: Paris
Logistics, France

Reports to: Associate Director Asset Division/Dept: Property CE / France
Management Logistics

Summary of the Role's Main Purpose

Asset Management, Leasing and Development are central to our success. Together with our Property Management Team, it builds strong relationships with our customers to ensure they see SEGRO as a key business partner for their long-term property needs.

With strong commercial acumen, our Managers have the autonomy to run their portfolios as they proactively find solutions to our customers' changing property needs.

The apprentice reporting to the Associate Director, Asset Management, Logistics, France is to provide administrative, marketing, and commercial support regarding our Logistics portfolio.

Principle Accountabilities

Marketing & Client Relation

- Work closely with Asset Managers, Development Manager and Marketing to elaborate useful support to our clients and public authorities (brochures, business and project presentations, newsletters, etc.).
- Together with the Asset & Property Managers, organise on-site operation meetings with our tenants and prepare presentations.
- Assist in the preparation of presentations to senior managers and customers.
- Take part in market presentations and client meetings.

Strategy & Reporting

- Assist the Associate Director Asset Management in preparing the administrative papers related to budget and offer making.
- Assist in regularly reporting on scheme viability and produce forecasts for capital expenditure on current and planned schemes.
- Work closely with the Asset Manager to build a commercial dashboard facilitating commercial analysis and decisions.
- Assist Asset Manager on their reporting activities.
- Assist and support the Asset Manager in some Asset's various activities like leases analysis, external benchmark, market analysis, etc..



Core Areas of Knowledge, Skills & Experience

- Solid knowledge of MS Outlook, Excel, Word & PowerPoint
- Team player with a flexible attitude to responsibilities and changing priorities
- Organisational skills and ability to prioritise
- Very strong analytical capability
- Good business writing skills
- Well-organised and structured thinker who shows initiative

Desirable

- Previous experience (internship) in the real estate industry
- Experience in Project Management

Special Job Requirements

- 1-year or 2-year contract
- Academic level: Master
- Academic background: Master in Real Estate, Asset Management in Business School or Real Estate School or Engineering School
- Company / School schedule: 3 weeks / 1 week

Date of completion: April 2026

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.