

PA to David Alcazar, Spain

Full-Time, Permanent

Barcelona

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 (2021 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 PA to David Alcazar, Spain to provide strong support in local administrative, secretarial and project coordination to the Head of Spain through providing general executive assistance.

The role's principal accountabilities will be in:

- Drafting presentations, managing site visits, analysing data, and ensuring Board Committee understanding.
- Organising team meetings, directing report meetings, and handling minute-taking with following up on key actions.
- Assisting in preparing presentations for senior managers.
- Understanding key contacts, timetables, and processes for meetings; assist with deliverables and active follow up.
- Independently organise the Head of Spain's secretariat.
- Proactively manage the Head of Spain's calendar and coordinate internal / external meetings, workshops and travel.
- Monitoring and control digital and physical signatures, participate in congresses, and ensure compliance with internal guidelines.
- Controlling travel expenses, handle holiday planning, and oversee clerical aspects, including process improvements.

You will have...

- Spanish, Catalan and English Language (verbal and written).
- Utmost discretion when working with extremely confidential and sensitive issues.
- Ability to liaise with all levels within the Company, Board Members, external customers.
- Strong MS outlook, advanced excel, word & PowerPoint.
- Able to challenge processes and accepted ways of working. Act as a true team player.
- Tact & diplomacy.
- Organisational skills and ability to prioritise. Excellent attention to details.
- Ability to provide project coordination, take initiatives and support to core finance processes.
- Good communication, customer service skills.
- Previous secretarial experience – including complex diary management.
- Drive, persistence and tenacity, and a 'can-do' attitude.
- Very strong analytical capability and good business writing skills.

It would also be nice for you to have...

- Full Driving Licence.
- Previous experience working in a dynamic environment in Real Estate.
- Experience in supervising employees.

What we offer...

Competitive package including 25 days annual leave. 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 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.