

PA to Co-Heads of Italy and Office Manager

Full-time, Permanent

Milan, Italy

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 PA to Co-Heads of Italy and Office Manager to provide general administrative, secretarial, and transversal project coordination support to Country General Management team.

The role's principal accountabilities will be in;

General Management Support / Executive Assistance

- Coordinate and manage various projects, including data analysis, site visits, presentations, and keyboard/committee comprehension.
- Facilitate and organize team meetings and meetings with direct reports, including minute-taking and follow-up on key actions.
- Support the Keyboard and Committee contacts by understanding their processes and timelines, as well as assisting with the deliverables for these meetings. Also, participate in the CIP group to ensure proper coordination and reporting to Country General Management.

Personal Assistance / General Office Management

- Provide high-level office management support, including diary management, travel coordination, and processing expenses in accordance with company policies.
- Collaborate with other team members as necessary to ensure efficient completion of tasks and projects.
- Establish and maintain effective working relationships with team assistants and PAs across all locations and offices.
- Manage the purchase order and invoice payment processes, ensuring accurate and timely payments.

- Respond to internal and external queries in a professional and timely manner and perform ad hoc tasks as needed.

You will have...

- Excellent administrative skills, including complex diary management and proficiency in MS Outlook, Excel, Word, and PowerPoint.
- Utmost discretion when handling confidential and sensitive issues, as well as strong tact and diplomacy.
- Strong communication skills with the ability to liaise effectively with all levels within the company, including Board Members and external customers.
- Ability to challenge processes and work collaboratively as part of a team with a flexible attitude towards responsibilities and changing priorities.
- Analytical thinking, excellent attention to detail, and a well-organized and structured approach with good business writing skills.

What we offer...

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.