

ROLE PROFILE



Job Title:	<u>Team Assistant, Light Industrial & City Logistics, France</u>	Location:	<u>Paris</u>
Reports to:	<u>Director, Light Industrial & City Logistics</u>	Division/Dept:	<u>France</u>

Summary of the Role's Main Purpose

Provide team's assistance on agendas, event's coordination, administrative and secretarial and occasionally marketing services. The Assistant will support the team managing the assets from the Light Industrial and City Logistics portfolio.

Principal Accountabilities

Team's assistance & support services

- Arrange team meetings, visits and team's agendas, where relevant, including meeting minutes taking and follow up with teams on key actions on specific tasks "the tertiary decree".
- Manage and prioritise the diaries of the team on site.
- Assist in the preparation of presentations, communication brochures and, where necessary, assist in the Co-ordination of marketing and PR activities and events the team has to attend.

Administrative Services

- Provide secretarial support, accurate and professional responses to both internal and external queries.
 - Manage Purchase Orders/payment of invoices.
 - Process expenses in conjunction with the SEGRO expense policy.
 - Set up/review/upkeep the filing and administrative systems.
 - Answer the customers' administrative requests and redirect the technical requests to the relevant Property Manager.
-

Measures of Success

- Ability to multitask in a high-standard quality - internally and externally (customer, suppliers) - services.
 - Attention to detail and proactivity.
 - Coordinate various projects and communicate status/issues encountered to key stakeholders to achieve the set deadline.
-

Resources available to the Job-Holder

- Training.
 - Support of other support staff in the region.
 - IT support.
-

Core Areas of Knowledge, Skills & Experience



Essential

- Utmost discretion when working with extremely confidential and sensitive issues.
 - Strong MS Outlook, Word, word & PowerPoint.
 - Team player with flexible attitude to responsibilities and changing priorities.
 - Tact & diplomacy along with good influencing skills.
 - Organisational skills and ability to prioritise.
 - Ability to provide project coordination support to the property team.
 - Excellent communication and customer service skills.
 - English Language, both verbal and written, at a professional level.
 - Previous team assistance/support experience – including complex diary management.
 - Drive, persistence, tenacity, and a 'can-do' attitude.
 - Very strong analytical capability and good business writing skills.
 - Well-organised and structured thinker who shows initiative.
 - Excellent attention to detail.
-

Desirable

- Previous experience working in a dynamic environment.
-

Date of completion: February 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.