

## Board Support and PA to Andy Harrison and Julia Foo

Full-time, Permanent

London

### 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 the Chairman and Company Secretary to provide senior secretarial and administrative support, and to ensure the smooth running of the Company Secretariat departments. In a frontline role, to be an ambassador for the department by providing a helpful and professional service to internal and external stakeholders.

The role's principal accountabilities will be in:

- Project management of the organisation of the Annual General Meeting.
- Provide administrative support to the Chair, Company Secretary and Non-Executive Directors.
- Arrange travel, accommodation, hospitality for Board meetings across the UK and Continental Europe.
- Prepare agendas, papers and meeting packs for Board and Committee meetings.
- Arrange and provide support for the Board, Executive Committee, Management Committee and Audit Committee meetings.
- Support the Company Secretariat team with project and administrative work around remuneration and shares when required.

### You will have...

- Excellent secretarial / administrative skills and accuracy.
- Highly computer literate – proficient in Word, Outlook, PowerPoint, Excel.
- Ability and confidence to communicate appropriately with senior management and board level.

- Ability to plan off site Board meetings and events.
- Flexible and customer focused.
- Confidential and discreet.

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

- Previous experience working in a listed company Board level and/or in a Company Secretariat team.
- Previous experience with digital Board packs, such as Diligent.

**What we offer...**

Competitive package including; 25 days annual leave, private health care, pension, life assurance. As well as an annual medical check-up, 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)

**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.**