

ROLE PROFILE

Job Title: Team Assistant & Events Coordinator Location: London
Reports to: Group Head of Internal Communications Division/Dept: Marketing & Communications

Summary of the Role's Main Purpose

The role is to provide administrative, secretarial and project coordination support to Director of Marketing & Communications and the Marcoms team, and to organise and run SEGRO UK events.

Principle Accountabilities

Team Assistant

- Arrange team meetings, including minute taking and following up with teams on key actions.
- Raise purchase orders on P2P system, collaborate with accounts payables and suppliers to process invoices.
- Set up new suppliers.
- Event calendar and planner coordination.
- Subscription coordination (this may be moving to Strategic Insights).
- Marketing Database administration:
 - Inputting enquiry data.
 - Updating data in response to unsubscribes.
 - GDPR compliance checks.
- Manage and prioritise the diary of the Director of Marcoms.
- Process expenses for the Director of Marcoms in conjunction to SEGRO Expense Policy.
- Organise travel arrangements and accommodation for the Director of Marcoms.
- Assist in preparation of presentations.
- Assist other members of the Marcoms team in relation to:
 - Diary management
 - Processing expenses in conjunction to SEGRO Expense Policy
 - Organising travel arrangements and accommodation as required

Events Coordination

- Plan events aligned to the brief and budget given that includes:
 - Pre-event administration:
 - Managing suppliers and invoice payments.
 - Sourcing venues to include site visits, logistics and floor plan coordination.
 - Catering and entertainment coordination to include music, performance and speakers.
 - Event running order management to include managing event staff, contractors, facilities.
 - Guest list coordination and administration.
 - Event attendance and management:
 - General hosting and hospitality (to include welcoming guests/registration, event attendance and management).
 - Event set up and break down.
 - Post event administration:
 - Provide and coordinate post event feedback to inform future events (internal and external).
- Manage event budgets, update and report a cost spreadsheet that takes into consideration best value for our suppliers.



- Coordination of multiple events using a planner system.
- Managing supplier databases and searching for new suppliers.
- Coordination and inventory management of event collateral to include a booking in and out system.

Core Areas of Knowledge, Skills & Experience

Experiences

- Previous experience of Personal or Team Assistant roles to include complex diary management and coordination of events.
- Project and budget management experience.

Skills

- Good communication, business writing, influencing and customer service skills.
- Strong organisational skills and ability to prioritise workloads.
- Excellent attention to detail.
- A team player that has a flexible attitude to responsibilities and changing priorities
- Ability to liaise with all levels within the Company, as well as Board Members, external clients and agencies.
- A well organised and structured thinker who shows initiative, has drive, persistence, tenacity, and a 'can-do' attitude.
- Ability to challenge processes and accepted ways of working.
- Has tact and diplomacy demonstrating utmost discretion when working with extremely confidential and sensitive issues.

Knowledge

- Strong Microsoft skills in all applications mainly Outlook, Teams, Excel, Word and PowerPoint

Desirable

- Ability to liaise with all levels within the Company, Board Members, external clients and agencies.
- Utmost discretion when working with extremely confidential and sensitive issues.
- Drive, persistence and tenacity, and a 'can-do' attitude.
- Very strong analytical capability and good business writing skills.
- Well organised and structured thinker who shows initiative.
- Previous secretarial experience – including complex diary management; event management experience would be an advantage.

Special Job Requirements

Although based in London, the Company may require you to travel within and outside of the UK as required by the business. You may also be required to work outside of your contractual working hours per business needs.

Date of completion: April 2024

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.