

ROLE PROFILE



Job Title: Office Assistant, Milan

Location: Milan, Italy

Reports to: PA to Head of Italy & Office Manager

Division/Dept: Property - Continental Europe/ Spain & Italy

Summary of the Role's Main Purpose

Managing daily activities at Milan office from reception smooth running to administrative standpoint for Italian employees.

Supporting your line manager on events and special projects.

Sharing knowledge and collaborating well with other teams in the office and within SEGRO Group.

Seeking improvement and proactiveness to create a great working environment and atmosphere for your colleagues.

Principal Accountabilities

Office Management and reception

- Ensuring good and prompt maintenance of the office
- Managing suppliers with a progressive degree of autonomy (scouting, negotiation, procurement process)
- Acting as fleet manager (first point of contact with car leasors, contract support, filing, pool cars management)
- Being the first point of contact at SEGRO Italy (reception, office mail and contact telephone number).
- Organising onboarding for new hires as well as offboarding for leavers (desk, tech equipment, policies and local good practices)
- Ensuring a smooth running of virtual and in-person meetings (meeting rooms management, greeting visitors upon arrival and departure, refreshments and small caterings)
- Being the focal point for Health and Safety at the office (organize/supervise inspections and medical checks, maintain records, maintain personal protective equipment stock). Supporting in organizing and coordinating Company events Being a role model at Milan office for the implementation of Company policies and good practices
- Supporting in managing internal and external communication
- Supporting with corporate and field marketing initiatives

Administrative duties:

- Managing daily administrative operations and expense reports related to the office but also mandatory set up for the office layout (in relation to Health and Safety).
 - Managing the coordination with local administration and services (i.e. post services), suppliers and office providers.
 - Fulfilling the suppliers' profiles to enable raising PO's for office-related activities and supply orders
 - Rise purchase POs for Office, Administrative and Legal areas.
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Core Areas of Knowledge, Skills & Experience

Essential

- Proactivity & Positive attitude
- Willingness to acquire new skills and develop in the role
- Good communication level in both English (min B2) and Italian (min C1)
- Good interpersonal and customer relations skills
- Can work autonomously and in a team
- Good Microsoft Office skills – Outlook, Teams, Word, Powerpoint, Excel
- Driving licence B

Desirable

- Basic administrative skills
- Basic marketing and communication skills

Date of completion: February 2025

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.