



ROLE PROFILE

Job Title:	Personal Assistant to Managing Director, France	Location:	Paris
Reports to:	Managing Director, France	Division/Dept:	Property CE / France / Administrative

Summary of the Role's Main Purpose

The Senior Executive Assistant provides strategic and operational support to senior executives. Acting as a trusted partner, she coordinates agendas, business travel, internal events, communication, and cross-functional initiatives. She plays a key role in liaising with teams, supporting internal processes, and representing the company internally and externally

Principle Accountabilities

1. General Management / Executive Support

- Complex calendar management, scheduling of meetings, video calls, business lunches and international travel, real-time conflict resolution.
- Organisation of site visits and delegation hosting (Board, Executive Committee, Leadership Team, UK & EU teams), including logistics (transport, accommodation, catering) and coordination with local teams.
- Drafting minutes of the weekly management committee meetings.
- Creation of PowerPoint presentations for internal and external use (clients, investor roadshows, internal reviews), in collaboration with portfolio and investment directors.
- Oversight of Investment Committee Papers: managing the DIP / IIP / RCA / Roll-up process, calendar, and deadlines, reviewing and archiving documents.
- General administrative support: email follow-up, group deadline tracking, press subscriptions, and expense report compliance.

2. CSR Engagement (CIP – Community Investment Plan)

- Active member of the France CSR committee.
- Research and organisation of local initiatives (employment, education, disability, environment).
- Development of partnerships with local associations.
- Café Joyeux ambassador / Community Champion – Les Gobelins office.

3. Internal Communication & Events

- Event planning and coordination with the receptionist (wellbeing days, seminars, team lunches, Christmas events, etc.).
- Coordination of team-building initiatives.

4. Market Monitoring

- Regular competitor and client press review reporting.

5. Office Management



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- Supervising the Office Assistant and receptionist: office supplies, facilities, fleet management, meal vouchers, invoicing, archiving, and budget tracking.
 - Coordination with the travel agency in compliance with the Group travel policy (contract renewal, tools, follow-up).

6. Cross-Team Coordination

- Providing support to Paris team members as needed.
- Building strong relationships with assistants in other offices and countries.
- Responding promptly and professionally to internal and external requests.

Success Indicators

- Ability to manage multiple projects simultaneously.
- Proactive communication on progress and challenges.
- Timely delivery and adherence to deadlines.

Resources Available

- Onboarding and continuous training
- Support from fellow administrative staff
- Internal IT support

Core Areas of Knowledge, Skills & Experience

- Proven experience in senior-level executive assistance
- High discretion and reliability in handling sensitive matters
- Ability to interact with all levels of the organisation, including board members and external clients
- Strong command of Microsoft Outlook, Excel, Word, and PowerPoint
- Highly organised and able to manage priorities
- Fluent in English (written and spoken)
- Proactive, detail-oriented, structured thinker with strong writing and analytical skills
- Excellent interpersonal, influencing, and diplomacy skills
- Team player with flexibility and resilience

Desirable

- Experience in fast-paced international environments

Date of completion: 01/08/2025

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.