



ROLE PROFILE

Job Title:	Surveyor, Property Management, Light Industrial	Location:	Paris, France
Reports to:	Associate Director, Management, France	Asset Division/Dept:	Property - Continental Europe/ France

Summary of the Role's Main Purpose

The role involves managing small-scale refurbishment projects. They can be relied on to get things done and must be well organised, with an ability to manage lots of tasks simultaneously.

Keeping close to their colleagues across the business unit, they manage the dilapidations process, whilst keeping a tight control of costs. They apply their strong influencing skills to ensure customers are made aware of any responsibilities which are specified in their lease and where necessary agreeing any settlement figures

Principle Accountabilities

Operations planning & delivery

- Control the Annual Operations plan to ensure the smooth maintenance and upkeep of estates, roadways, landscaping, etc for both occupied and vacant properties.
- Implement the programme of planned estate maintenance, ensuring a high standard of presentation and health and safety compliance at all times.
- Manage all vacant buildings ensuring they are always operational and well presented in readiness for the next viewing whilst keeping a tight control of running costs.

Customer Services

- Linked to the Asset Plan, deliver agreed Customer Contact Plan annually, acting as the main point of contact for most customers and quickly resolving problems as they arise.

People Management

- Instruct and manage specialist 3rd party contractors to carry out maintenance on estates and regularly measure their performance against KPI's.
- Induct contractors, issue permits to work (regarding safety procedures to be followed) and direct SEGRO initiated works.

Teamwork

- Work as a team with colleagues in Business Unit agreeing the priority level of any vacant property before taking necessary action and ensuring it is presentable for potential viewings.
- Regularly liaise with Asset Management team to understand customer changes (eviction issues, extensions, expansion plans) and deliver implementation plans.
- Manage repossessions – coordinating legal processes, security and final day activities in conjunction with Leasing colleagues.



- Liaise with the Asset Management team to ensure all asset management initiatives and enhancement opportunities are exploited.

Compliance

- Ensure Health and Safety, Sustainability, Fire and all statutory (operating permits etc.), engineering insurance and inspection requirements are met and any instances of non-compliance are quickly and properly addressed.
- Ensure building fabric, plant and equipment are maintained consistent with Operations & Maintenance (O&M) Manuals and required local standards.
- Undertake regular environmental and management inspections of occupied premises to ensure lease compliance.
- Manage the Region's Health and Safety obligations for the maintenance of property / estate common parts.

Core Areas of Knowledge, Skills & Experience.

Essential

- Property Management knowledge and / or experience.
- Service charge reconciliations knowledge.
- Experience of tendering and running contracts, managing contractors, setting and operating service charges and property management systems.
- You have mastered a tight control of costs and budgets.
- Experience of managing third party contractors.
- Understanding of H&S and local country control of substances hazardous to health regulations.
- Fluent in local language and English (written and spoken)

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.