

Coordinator, Technical Development, France

Full Time, Permanent

France

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 Coordinator, Technical Development to report to the Sustainability & Health & Safety Manager, Technical Development.

This role will provide support around insurance and claims management, project construction assistance and administration, customer claims management, internal information sharing with colleagues.

The role's principle accountabilities will be:

- To assist the Technical Development Managers with preparation of project briefs, cost projections for projects, administrative and insurance tasks.
- To manage the claims tool between the Property Management team and customers.
- To oversee the purchase orders process as requested.
- To organise estate and unit inspections as required by internal and external parties
- To obtain, record and maintain accurate and up to date statutory certificates and documents (e.g. EPCs, Asbestos Surveys).
- To coordinate audits.
- To assist in the tendering process and ensure quality of the process.
- To instruct and ensure that internal and external communication is appropriate, keeping customers fully advised as necessary.
- To support the Technical team with construction operations to buy utilities contracts.
- To act as the first point of contact for technical defect or snagging queries.

- To influence customers on request to change specifications, informing them of the implications and offering advice and support.

You will have...

- Strong knowledge in Insurance
- Customer focused approach with excellent interpersonal skills
- Demonstrated numeracy, accuracy, and attention to detail
- Structured working approach and well organised
- Proven intermediate Word and Excel skills with the ability to learn new IT systems
- Strong written and verbal communication skills
- Proven ability to work part of a team across various functions as well as independently

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

- Previous Health & Safety Training
- Ability to negotiate contracts
- Proficiency in English

What we offer...

Competitive package including; 25 days annual leave, RTT Days (between 7 & 12 days per year subject to public holidays falling on working days), luncheon vouchers, Carte Navigo and complementary healthcare. As well as 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 EURecruitment@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.