

PA to Managing Director, Transformation & Technology

Full-Time Permanent

London

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 PA to Managing Director, Transformation and Technology to provide full secretarial, administrative and project coordination support:

The role's principal accountabilities will be in:

- Proactively manage diary commitments, travel arrangements, and key meeting preparation to maximise the effectiveness of the Managing Director.
- Coordinating key arrangements, including travel, for the Transformation & Technology Management Team's meetings and other major cross-team meetings.
- Scheduling, preparing documents for, minute and follow up actions of management meetings.
- Efficiently and accurately process expenses, purchase orders, and invoices in line with SEGRO's policies.
- Assisting with preparation of presentations and reports, and proof-reading of documents.
- Understanding the key SEGRO Board and Committee contacts, timetables, and processes for the team, and assist with deliverables for these meetings.
- Assisting in project planning and related administration.
- Developing good working relationships with other PAs and Team Assistants across the group and provide support cover when necessary.
- Providing accurate and professional responses to both internal and external queries.

You will have...

- Previous PA experience – including complex diary management and assertiveness when required.
- Excellent organisational skills with high standards of attention to detail.
- Drive, persistence and tenacity, and a 'can-do' attitude.
- Flexibility, proactivity, and autonomy, with the ability to prioritise and manage own workload.
- The ability to prioritise and coordinate multiple workstreams concurrently.
- Discretion, tact, diplomacy, and integrity when dealing with sensitive and confidential matters.
- An organised and structured thinking approach who shows initiative and the ability to prioritise.
- Computer literacy with proficiency in Word, Outlook, PowerPoint and Excel.
- Excellent interpersonal skills and ability to communicate with confidence at all levels.
- Team player attitude with flexible attitude to responsibilities and changing priorities.

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

- Experience in event planning.
- Ability to provide project coordination support.

What we offer...

Competitive package including 25 days annual leave, private health care, pension, life assurance. As well as an annual medical check-up, a 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 UKRecruitment@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.