

# ROLE PROFILE

Job Title:	Manager, Technical Property Management, Netherlands	Location:	Amsterdam/Netherlands
Reports to:	Associate Director, Technical Development, Netherlands	Division/Dept:	Property - Continental Europe/ Germany & Netherlands

## Summary of the Role's Main Purpose

Provides technical property management services to both "in-house" and "out-of-house" customers, leading to successful delivery of tenant improvement Projects, energy Projects (e.g. solar systems, battery storage, energy management systems, etc.) or major refurbishment Projects (Projects). To actively participate in costs estimations and Project planning, including specifying Projects and assessments of proposals and technical designs, leading to successful completions of Projects. To deal with quotations, invoice and purchase order administration and manage external parties involved with Projects.

## Principal Accountabilities

- Defining overall specifications, technical designs and cost estimations to assist with property related Capex budgeting for Projects in accordance with regulations and SEGRO's policies, to contribute to the overall strategic asset planning and tenant's requirements in collaboration with the Property Management team.
- Responsible for preparing scope documents and leading interviews and negotiations with potential design team members & external contractors and submit budget requests for approval.
- Provides the Associate Director, Technical Development and the Property Management team with recommendations concerning the implementation of the Project, including which external parties may be contracted, and how the Project can be successfully completed in accordance with all the set conditions and requirements.
- Management of Costs, Quality, Planning, Information, Environment and Procedures in the preparation and realization of Projects, including preparation and application of permits and all other related permissions necessary for the Projects.
- Identifies and prioritizes overall Project objectives for the Associate Director, Technical Development, and assists in the preparation of Project briefs, Project appraisals and board papers.
- Leads the design and construction teams to successful completion of the Project (within planning, minimizing costs and risk, and optimizing quality and sustainability during the whole process) and hands over the Project to the Property Management team.
- Manages site supervision (Quality, Health & Safety, Environment, progress of works) and responsible for all related internal and external reporting.
- Hands over Projects upon completion for the maintenance and warranty related issues, user's guidance, etc. and is responsible for management of all snaggings and overflowing responsibilities related to a safe and sound handover to the Property Management team.
- Responsible for all technical and administrative tasks and issues related to Projects, assuring compliancy with all policies and administration, like generating purchase orders and managing invoices.

- Responsible for the filing of all Project related documentation at completion of the Project, including as built dossier, certificates, etc.
- Assists Development and Asset Management colleagues with the leasing of speculative of vacant units and conversation about tenant fit outs when requested.

#### **Team working**

- Work alongside with Property Management to deliver Projects in line with customer's requirements.
- Work as a team with colleagues in other Departments
- Liaise with operations to get operational issues resolved for customers (involves an understanding of potential restrictions in place and time, applications for alterations, H&S implications).
- Liaise with the Accounting Team as necessary and manage Project related administrative issues.

### **Core Areas of Knowledge, Skills & Experience**

#### **Essential**

- Possesses a professional construction related qualification with "on site" experience
- Has experience of engineering, construction, design & build and procurement methods
- Is skilled in the leadership, influencing and motivation of design and construction teams
- Has experience or affinity with energy assets/Projects (e.g. solar systems, battery storage, Energy Management System)
- Ability to work independently and in a team
- Flexible and adaptable approach
- Customer focused with excellent communication and interpersonal skills
- Structured approach and well organised
- Excellent Word and Excel skills with the ability to learn new IT systems (Proactis, MRI)
- Ability to prioritise own workload
- Fluent in Dutch and English
- Drivers license

#### **Desirable**

- Has experience of project/cost reporting processes (e.g. Prince2)
- Knows legal background to design appointments, construction contracts, Agreement to Lease
- Experience of EMS and Health & Safety responsibilities on employers, designers and contractors
- Experience with BIM and/or Autocad

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Date of completion: June 2025

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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.