

Company Secretarial Trainee

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?

94% - employees feel engaged (2020 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 Company Secretarial Trainee to provide administrative support to the Company Secretariat team which is responsible for providing a full range of corporate governance advice, company secretarial services to SEGRO plc and its Group subsidiaries, and administration of all share plans.

The successful candidate will be able to demonstrate time-management skills and the ability to work to deadlines.

Mentoring and guidance will be given in order to help you develop professionally and personally.

The role's principal accountabilities will be in:

Corporate Governance:

- Maintaining the Group's entity management database (Diligent Entities) for all subsidiary and joint-venture companies. There are approximately 400 entities in total, around half of which are non-UK.
- Maintaining accurate and complete records for these companies, including hard copy records as required and electronic filings.
- Support in preparing agendas, relevant reports and meeting packs for Subsidiaries' boards and committee meetings as required. Uploading papers onto Diligent as required.
- Support in the annual process to approve and file the statutory accounts for all UK-based subsidiaries (approximately 200 entities), including liaising with the internal finance teams, external auditor and company directors and preparing other necessary paperwork, arranging board meetings and signatures via DocuSign.
- Providing administration support for the day-to-day running of the Group's subsidiaries.
- Assisting regulatory filings with Companies House such as Annual Confirmation Statements.

- Assisting the preparation and circulation of the Group Structure Chart on a quarterly basis.

Administering Company Share Schemes:

- Working with EQ, and providing administrative support under the supervision of more senior members of the team, for the delivery of the Group's annual awards and maturities of the various all-employee and executive share plans.

Annual Report / AGM:

- Supporting the team during the preparation and delivery of the SEGRO plc Annual Report and Accounts, including proof reading, taking responsibility for the drafting of some elements such as the Shareholder Information pages.
- Supporting the team in the successful organisation and delivery of the Annual General Meeting, including meeting venue, logistics and general co-ordination as necessary.

Other Duties:

- Annual data protection filings with the Information Commissioner's Office.
- Reviewing and updating the Company Secretarial segments of the company website or the intranet (under supervision of the relevant team member).
- Arranging signatures for the team using Docusign/any electronic platform.
- Manage the Company Secretariat mailbox.
- Recording and processing departmental spend against budget and invoicing.
- Assistance in Departmental projects and ad-hoc Company projects.
- Assistance with meeting logistics across the team.
- General support and administrative assistance.

You will have

- Graduate, or an aspiring Chartered Governance Professional.
- Excellent organisation/administrative skills.
- Good written and communication skills.
- Excellent attention to detail, accuracy and consistency, and demonstrates a flexible approach.
- Ability to prioritise, taking ownership of tasks within the remit of the role and acting proactively and proficiently to ensure deadlines are met.
- Advanced knowledge of Word and Outlook, and proficient in Excel and PowerPoint.
- Good team player.

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 HR.Recruitment@SEGRO.com

**SEGRO is an equal opportunities employer.
No Agencies please.**

