



**Role** Administrator, Property Management, Poland

**Type of contract** Full-time, permanent

**Location** Poznań/ Poland

#### **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 an Administrator, Property Management, Poland to

- Support and co-ordinate the daily activities of the Property Team from an administrative perspective.
- To provide internal team and customer support on planned and reactive maintenance programmes to create and maintain good customer relations.
- To deal with invoice and purchase order administration and support the management of maintenance contracts within the portfolio.

The role's principal accountabilities will be in:

- Managing the bank guarantee process, including monitoring expiring guarantees, calculating values, and preparing relevant client notifications.
- Indexation tasks, such as contract analysis, data entry into the MRI system, and preparation of verification reports, along with drafting client correspondence.
- Service Charge management, including data comparison, initial preparation of reports (comparing MRI files against budget), and transferring data from certificates to Excel tables.
- Acting as a Proactis Specialist, ensuring proper account, number, and order organization within the system.
- Creating annual/ ad-hoc Purchase Orders (PO) and analysing retroactive PO orders.
- Monthly updates to media files (assisting with settlements and file preparation) in collaboration with the Property Assistant.
- Submitting building data to the MRI system.

- Supporting valuation analysis by verifying figures in valuation reports.
- Organizing and archiving building documentation in a centralized location.
- Preparing entry and exit protocols for leased spaces.
- Managing the Blackout process internally.
- Developing standardized tools for tracking ongoing matters and optimizing workflows.
- Standardizing document and contract templates to streamline administrative processes.
- Assisting the department in collecting and managing portfolio data.
- Providing support for portfolio tenders.
- Assisting with tax calculations, including verifying applicable rates and inputting values from fixed asset tables.
- Managing data in property management systems (MRI, SINGU FM), handling rent corrections, and preparing update forms for the Data Team.
- Being an interface between Property Management and Finance Teams.
- Performing general administrative tasks such as drafting reports, handling correspondence.
- Assisting the Coordinator in optimizing processes.
- Providing overall support to the Property department.

#### You will have...

- Customer focused with excellent interpersonal skills
- Ability to work independently and part of a team across various functions
- Flexible and adaptable approach
- Ability to multitask and prioritise own workload
- Accurate with excellent attention to detail
- Structured approach and well organised
- Excellent Word and Excel skills with the ability to learn new IT systems
- Responsible and professional
- English language skills both written and verbal

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

- Previous experience as a Property Administrator
- Desire to long term development in the Property Management

#### What we offer...

Competitive package including; 20 to 26 days annual leave, contributory pension scheme (PPK), Health and Life insurance and corporate discount for gym membership. As well as a wellbeing programme and an annual charity day of giving.

**Commented [TC1]:** Polish plan (Allianz insurance) currently under review

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.

#### 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](mailto: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.