

## ROLE PROFILE

Job Title:	<u>Team Assistant</u>	Location:	<u>London, UK</u>
Reports to:	<u>Director, London</u>	Division/Dept:	<u>London</u>

### Summary of the Role's Main Purpose

This role will provide administrative, secretarial and project coordination support to two London Directors and their teams (Park Royal and North, South, East & Inner London). The Team includes approximately 15 individuals.

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### Principle Accountabilities

- **Diary Management:** Proactively managing diaries for two directors and their teams, including booking meetings, periodic travel and accommodation.
- **Meeting Coordination:** Organising internal and external meetings, booking rooms, venues, and assisting with internal team meetings, minute taking and events. Occasional preparation of papers and following up on actions.
- **Customer and Stakeholder Events:** Supporting arrangements for customer events and entertainment, site visits and internal / external stakeholder portfolio tours.
- **Presentation Preparation:** Assisting in the preparation of internal and external presentations on MS PowerPoint.
- **Stakeholder Liaison:** Communicating with internal and external parties via email, phone, and in person.
- **Responding to Enquiries:** Providing accurate and professional responses to queries from customers, consultants, and agencies – directing to appropriate team members as needed.
- **Updating Contacts:** Managing and keeping up to date London estate allocations key contact list.
- **Financial Administration:** Prepare, process, and collate invoices and purchase orders, in addition to supporting with expense claims for Directors and wider team in conjunction with SEGRO policies.
- **Administrative Systems:** Setting up and maintaining filing and administrative systems for the team. Saving documents to S: Drive and uploading key documents to Document Shed (leases etc).
- **Collaboration:** Developing good working relationships with other PAs and Team Assistants, sharing best practice and providing cover during absences and times of increased workloads.
- **Customer Contact Data:** Ensuring accuracy of customer contact data on the MRI system and other databases.
- **Budget and Project Spreadsheets:** Assisting managers with maintaining budget and project spreadsheets.
- **Coordination of Approvals:** Getting key documents signed off by relevant parties and sending to team members utilising DocuSign and other SEGRO Systems. Understanding the main Board and Committee timetables, dates & sending reminders to team. Seeking approvals for rates requests, chasing team where required.
- **New Starters:** Assisting with inductions for new starters.
- **Ad Hoc Tasks:** Performing various ad hoc administrative tasks as required.

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## Core Areas of Knowledge, Skills & Experience

### Essential

- Experience supporting professional teams including one or more Directors with diary management.
- The ability to manage own time to use own initiative effectively adapt changing requirements.
- Well-organised with a structured but flexible work ethic and an ability to prioritize tasks.
- Excellent attention to detail and professional pride in their work.
- Team player with a flexible attitude to responsibilities and changing priorities.
- Ability to act with discretion when faced with confidential or sensitive information.
- Ability to liaise with all levels within the Company from Board Members to juniors, through to external customers, consultants and stakeholders.
- Good communication and customer service skills – tact & diplomacy plus the ability to be assertive when needed.
- Drive, persistence, and tenacity with a 'can do' attitude and desire to learn.
- Good English language skills, both verbal and written.
- Experienced in using all MS Office programmes (Word, PowerPoint and Excel).

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### Desirable

- Experience with event planning
- Experience with Empower, DocuSign
- Previous experience working in a dynamic market facing environment
- Ability to challenge processes and accepted ways of working to drive efficiency

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### Special Job Requirements

This is a full-time role. However, we also welcome applicants wishing to work four days over a five-day period. This role will be based in our London office, with an expectation of normally working in the office 3 days/week. Travel to other SEGRO offices may be required on occasion.

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Date of completion: April 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.