

Role Office Manager, Katowice

Type of contract Full-time, permanent

Location Katowice

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?

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 Office Manager, Katowice who is the 'Face' of SEGRO in our local office, the first point of contact for visitors and guests.

The role is to take full responsibility for the efficient organisation of the reception environment, welcoming all visitors in a courteous and professional manner and operate the switchboard efficiently handling all telephone traffic and queries. The Office Manager, Katowice will be working within a fast-paced office environment therefore, this position would suit a proactive individual who is of an outgoing and friendly nature. The role is one which demands professionalism and a great deal of multi-tasking without compromising on customer care. This role is key to provide strong support in local administrative, secretarial and project coordination, particularly when projects or events require cross-office collaboration.

The role's principal accountabilities will be in:

Reception Duties:

- Operate the Switchboard - answering all inbound calls, transferring calls and taking messages
- Meet & greet clients
- Circulate incoming Post + frank outgoing Post
- Organise couriers / taxis
- Management of meeting rooms – booking, setting up & clearing away, preparation of teas & coffees & booking lunches etc

- Setting up of VC equipment in meeting rooms
- Office 'House Keeping' – ensuring Reception/Main office area is tidy
- Stationery & stock control – Monitoring water supplies and stocking the coffee machine
- Marketing Material – assembling of brochures, newspapers in Reception area.
- Assist with Fire Safety & First Aid duties

Office Management:

- Organise and coordinate team meetings, lunches, catering services.
- Book travel and accommodation – organisation of site visits.
- Process expenses in conjunction with the SEGRO expense policy.
- Arrange Purchase Orders / payment of invoices where necessary.
- Review/upkeep the filing and administrative systems and manage the documentation flow.
- Administer the fuel cards and local highways registration
- Coordinate with Facility Manager and local suppliers of admin services.
- Support to the finance team with uploading reports, purchase orders etc.
- Various other ad hoc tasks as required.
- Providing support in the organization and execution of Corporate Social Responsibility initiatives (CSR), such as the "Day of Giving".
- Ensuring compliance with SEGRO's internal procedures, including health and safety regulations, and promoting a safe working environment in office space in line with company standards.
- Preparing and managing powers of attorney and other official documentation in accordance with legal and corporate requirements.

Team working:

- To work closely with other office managers in Poland & Czech Republic.

You will have...

- Utmost discretion when working with extremely confidential and sensitive issues.
- Ability to liaise with all levels within the Company, external customers & suppliers.
- Strong MS outlook, excel, word & PowerPoint.
- Able to challenge processes and accepted ways of working. Act as a true team player.
- Tact & diplomacy.
- Organisational skills and ability to prioritise. Excellent attention to details.
- Good communication, customer service skills.
- Drive, persistence and tenacity, and a 'can-do' attitude.
- English Language both verbal and written.

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

- Previous experience working in dynamic environment and in Real Estate would be a strong advantage.

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.

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

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.