

Team Assistant, Finance Operations

Full-time, permanent

Düsseldorf, Germany

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 Team Assistant, Finance Operations to provide administrative, secretarial, financial and project coordination support to the Finance and Technical team.

The role's principal accountabilities will be in:

- Arranging team meetings where relevant and meetings with direct reports, including minute taking and follow up with teams on key actions.
- Managing and prioritising the diaries of the Finance and Technical team.
- Providing general secretarial support. (PDM, correspondence, etc.)
- Understanding the keyboard and Committee contacts and the timetable/processes involved plus assisting with the deliverables for these meetings.
- Providing accurate and professional responses to both internal and external queries.
- Arranging Purchase Orders / payment of invoices where necessary.
- Processing expenses in conjunction with the SEGRO expense policy.
- General administration for the Finance team including creating accounts & applying for account access.
- General accounting support: account reconciliation.
- Supporting for the procurement department: supplier management.
- Developing good working relationships with PAs in all other locations and offices.
- Assisting other members of the Dusseldorf team in relation to some of the items outlined above, as appropriate.
- Various other ad hoc tasks as required.

You will have...

- Utmost discretion when working with extremely confidential and sensitive issues.
- Ability to liaise with all levels within the Company, Board Members and external customers.
- Strong MS outlook, excel, word & PowerPoint.
- Able to challenge processes and accepted ways of working.
- Team player with flexible attitude to responsibilities and changing priorities.
- Tact & diplomacy.
- Organisational skills and ability to prioritise.
- Ability to provide project coordination support to core finance processes such as annual and statutory reporting processes.
- Excellent communication and customer service skills.
- English Language both verbal and written.
- Previous secretarial experience – including complex diary management.
- Drive, persistence and tenacity, and a 'can-do' attitude.
- Very strong analytical capability and good business writing skills.
- Well organised and structured thinker who shows initiative.
- Excellent attention to detail.
- Good influencing skills.
- Able to coordinate various projects and communicate status / issues encountered to key stakeholders in order to achieve the set deadline.

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

- Previous experience working in dynamic environment.

What we offer...

Competitive package including; 30 days annual leave, defined contributory pension plan, an optional direct insurance pension saving scheme, life assurance. 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.

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.**

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.