

## ROLE PROFILE

Job Title:	<u>PA, Western Corridor</u>	Location:	<u>Slough, UK</u>
Reports to:	<u>Head of Western Corridor</u>	Division/Dept:	<u>Western Corridor</u>

### Summary of the Role's Main Purpose

To provide comprehensive administrative support in order to maximise the effectiveness of the Head of Western Corridor and their senior team. The role also involves maintaining oversight of office management for SEGRO's Slough office and ad-hoc support to the wider team.

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### Principal Accountabilities

- Diary management – proactively making arrangements, including travel and accommodation, for the Head of Western Corridor and their senior team. Inbox management for Head of Western Corridor.
- Stakeholder liaison – with internal and external parties via email, phone and in person.
- Meeting support - scheduling, preparing presentations / documents, minute-taking, following up on actions.
- Financial administration – handling invoices, purchase orders and expenses for the Head of Western Corridor and senior team, plus wider team when required.
- Collaboration – with community of PAs and Team Assistants within the UK and across the Group, sharing best practice and providing cover when necessary.
- Office Management – overseeing Front of House team members; organisation to support Health & Safety compliance within the office, management of small stock of pool cars, local supplier contract management to enable office daily operations e.g. catering.
- Occasional ad-hoc duties such as administrative support for project planning, maintenance of files and records.
- Understanding the main Board and Committee timetables, and processes for the team, and assist with deliverables for these meetings.

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## Core Areas of Knowledge, Skills & Experience

### Essential:

- Experience of supporting two or more senior Directors in a professional environment, to include complex diary management.
- Highly organised with the ability to use own initiative, effectively prioritise and anticipate / adapt to changing requirements.
- Team player with confidence to communicate effectively at all levels, both internally and externally.
- Competent with all MS Office programmes.
- Meticulous attention to detail.
- Discretion, tact, diplomacy and the ability to be assertive.

### Desirable

- Experience with event planning.
- Experience of supervising others.

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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 Slough office, with an expectation of normally working in the office 4 days/week, but sometimes up to 5 days/week. Travel to other SEGRO offices is expected on occasion.

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Date of completion: August 2024

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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.