

**Manager, Property Management, Logistics**

**Full-Time, Permanent**

**Paris, France**

### **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?**

91% - employees feel engaged (2022 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 Manager, Property Management, Logistics to use their initiative to prioritise and solve operational problems, ensuring our customers get a professional service from SEGRO.

The role's principal accountabilities will be in:

#### **Operations Planning & Delivery**

- To control the Annual Operations plan to ensure the smooth maintenance and upkeep of estates, roadways, landscaping, etc for both occupied and vacant properties.
- To implement the programme of planned estate maintenance, always ensuring a high standard of presentation and health and safety compliance.
- To manage all vacant buildings ensuring they are always operational and well presented in readiness for the next viewing whilst keeping a tight control of running costs.
- Work closely with Asset Management and Technical Teams to deliver the Capex Plan.

#### **Customer Service**

- Linked to the Asset Plan, deliver agreed Customer Contact Plan annually, acting as the main point of contact for most customers and quickly resolving problems as they arise.
- Follow Customer Satisfaction and implement Action Plan in collaboration with Asset Managers.

#### **People Management**

- To instruct and manage specialist 3rd party contractors to carry out maintenance on estates and regularly measure their performance against KPI's.
- Induct contractors, issue permits to work (regarding safety procedures to be followed) and direct SEGRO initiated works.

#### **Teamwork**

- To work as a team with colleagues in Business Unit agreeing the priority level of any vacant property before taking necessary action and ensuring it is presentable for potential viewings.
- To regularly liaise with Asset Management team to understand customer changes (eviction issues, extensions, expansion plans) and deliver implementation plans.
- To manage repossessions – coordinating legal processes, security, and final day activities in conjunction with Leasing colleagues.
- To liaise with the Asset Management team to ensure all asset management initiatives and enhancement opportunities are exploited.

#### **Compliance**

- To ensure Health and Safety, Sustainability, Fire and all statutory (operating permits etc.), engineering insurance and inspection requirements are met, and any instances of non-compliance are quickly and properly addressed.
- To ensure building fabric, plant and equipment are maintained consistently with Operations & Maintenance (O&M) Manuals and required local standards.
- To undertake regular environmental and management inspections of occupied premises to ensure lease compliance.
- To manage the Region's Health and Safety obligations for the maintenance of property / estate common parts.

#### **You will have...**

- Knowledge of property management.
- Experience in tendering and running contracts, managing contractors, setting and operating service charges and property management systems.
- Knowledge and experience of the French Operating Permit (ICPE) and ability to control costs and manage budgets.
- Understanding of Health and Safety and local country control of substances hazardous to health regulations.
- Fluent in the Local Language and good level in English (both written and verbal).

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

- RICS or Real Estate Qualification.

#### **What we offer...**

Competitive package including 25 days annual leave, RTT Days (between 7 & 12 days per year subject to public holidays falling on working days), luncheon vouchers, Carte Navigo and complementary healthcare. As well as 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 [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.**