

Executive Assistant
Northampton
Candidate Pack
March 2025



Tritax Big Box

ABOUT US

Tritax Big Box delivers critical supply chain infrastructure that is key to the UK economy.

As owners of the UK's largest logistics development and investment portfolio, we can provide established and emerging businesses with the space they need to succeed. We are experts in UK logistics real estate, delivering millions of sq ft of high-quality, sustainable industrial and logistics warehouse space each year. We proactively manage our 100+ assets – from small to big boxes – using our sector specialism and deep market insights to stay ahead of trends and meet our clients' evolving needs. Our approach is personal and hands-on, focused on leaving positive long-term legacies.

We deliver modern, thoughtfully designed buildings for our clients in prime UK locations through our unmatched logistics land and property portfolio. Ideally located for people, power and connectivity, our modern, high-quality logistics buildings are in the UK's most in-demand locations. We have land ready to be released, sites under development or can find you space in our evolving portfolio. So, wherever you are in your journey, we can work together to find the right building to meet your location, specification and timing needs.

OUR PURPOSE

**'We Create
Critical Infrastructure to
Accommodate the Future'**

Critical Infrastructure... because our buildings are important to keep the UK's businesses operating and growing every day

Accommodate... because not only are our buildings literal accommodation for businesses, we are accommodating to our clients within them, helping them grow and run their business more sustainably

The Future... because this is the where growth is and where we need to focus with our clients

OUR VALUES

Our core values are critical to our approach. We are committed to doing the right thing for all our stakeholders and the communities we operate in.

CONVICTION

We make high-conviction decisions founded on proprietary, data-driven insights.

RELATIONSHIP DRIVEN

We take a personal, hands-on approach, getting to know our stakeholders so we can deliver on their ambitions.

RESPONSIBLE

We aim to create long-term value for our clients, investors and the communities where we are based.

Employee Benefits

Employee Benefits

The Basics

- 29 days leave per annum (4 for Christmas shutdown)
- 6.2% of salary contribution to private pension of choice
- Private medical cover
- Annual health assessment
- 2 volunteering days
- Holiday Buy Scheme (up to 5 days)
- Dog friendly offices
- Early finish on pay days

Learning & Development

- Full induction plan and you will be assigned a “buddy” on joining
- You will have regular one to one’s with your line manager followed by mid and end of year performance reviews.
- Company training– made up of technical seminars and wider training covering topics from mental health and wellbeing to presentation skills!

Colleague Engagement

- Quarterly colleague engagement events with the full TBBD Team
- Employee Engagement Survey carried out twice a year

The Role

Purpose of the Role

An exciting opportunity has arisen for an experienced EA or business support professional to join our highly successful Property Development business. You will join our Northampton Team of 28 colleagues who work across a range of disciplines.

You will provide first-class, pro-active EA support to the Development Director (Head of the Northampton office), Finance Director, Development Director and Associate Development Director as well as ad hoc support to the wider property team.

This role requires 100% commitment. It is varied and fast paced. If you like getting involved in lots of different tasks and helping others then we would like to hear from you. You will be part of the Business Support Team, reporting to the HR and Operations Manager and will work with a team of EAs who are based in both the Manchester and Northampton offices to ensure the effectiveness of the Property Team.

Candidate Profile

You will be a strong team player and passionate about the EA role with the ability to build positive working relationships with colleagues at different levels and manage multiple (and often conflicting) priorities effectively, communicating clearly (both verbally and written).

You will be friendly and approachable with the ability to exercise excellent judgement, acting with diplomacy and professionalism at all times.

You will be very flexible and confident with a can-do attitude, and a high level of personal resilience. We are looking for someone who is enthusiastic, a natural problem solver, self-motivated and able to work using their own initiative. You will be naturally curious and enjoy learning about the business and getting involved in different tasks.

Key Responsibilities

- Organising complex diaries with lots of meetings and making travel arrangements (inc occasional overseas)
- Liaising with internal and external stakeholders, clients and contractors
- Events lead for the Northampton office - you will manage and organise the corporate events calendar, company away days and other events, as required.
- Processing expenses and other ad hoc admin tasks for the Directors.
- Events lead for the Northampton office - you will manage and organise the corporate events calendar, company away days and other events, as required.
- Manage and co-ordinate internal meetings ensuring they are all set up ahead of each meeting and all equipment is working, welcome guests and ensure refreshments are organised etc.
- Help to organise and attend some site meetings and launch events, as required.
- There will also be a requirement for you to support with some of the project work and other initiatives.
- The successful candidate will have the opportunity to develop this role and make it their own in a fast paced and thriving environment.

Your Application

If you would like to apply for this role, please email your CV and a covering letter to Michelle Steele, Operations and HR Manager.

Michelle.steele@tritaxbigboxdev.co.uk

The closing date for applications is Friday 21st March 2025

Contact Us

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