

Office & HR Administrator Job Specification

Cognition Energy is looking for an Office & HR Administrator, this would suit someone who would like to work shorter hours over 5 days. This role is reporting to the Operations Director. This is an interesting and varied role which would see your involvement in HR and Office tasks. This is an important role and comes with development opportunities as the company grows.

Cognition Energy provides a testing service to characterise battery cells for external clients such as automotives, gigafactories and pack developers. We also develop CellPods, which are unique temperature control cell test chambers. Cognition's long term goal is to help the world switch to a 100% renewable future!

We are looking for an adaptable, talented and creative administrator to join the team and become a part of our growing company and take our innovation to the next level. We are supportive of flexible working and creating a trusting work environment.

What you'll do:

Office

- Checking the info inbox, forwarding emails to the relevant team managers
- Manage the office contracts, including the cleaners, carpets, site, buildings and arrange any maintenance work that the site needs
- Deal with incoming and outgoing post, and parcels including international deliveries
- Making sure the office and workshop are fully stocked with consumables
- Arranging internal meetings
- Greeting visitors as they come into the office, making teas and coffees
- Arranging off site company meetings and travel for staff
- Supporting the Operations Director with site changes, purchases and H&S documentation
- Managing the H&S documents for the office, arranging first aid and fire warden training
- Other general ad hoc office tasks

HR

- Supporting onboarding of staff, getting them set up on the work systems, ordering their equipment, setting up their work spaces & putting them onto any training needed

- Supporting with off boarding leaving staff members, including returning equipment etc
- Keeping the leave calendar up to date and booking in staff holiday
- Supporting with the recruitment process, including liaising with external recruitment companies, looking after the job sites, arranging interviews with candidates and keeping track of the recruitment process for new starters
- Updating the internal HRIS system and staff folders
- Applying for Visas for new staff members when needed
- Booking in staff appraisals and sending staff members appraisal documentation
- Taking notes in staff meetings
- Managing the staff benefits, cycle to work, electric car & medical insurance and keeping finance informed of changes
- Liaising with management about any employee concerns and following the internal HR process using your employment law knowledge.

What you'll have:

- At least 2 years Office Administration experience
- Experience dealing with customers (not essential)
- 2 years HR experience (not essential)
- Employment law knowledge (not essential)
- Previous experience working in a small business
- Advanced in Microsoft office functions/google workspace
- Excellent written communication skills
- Excellent communication skills, and ability to work collaboratively and independently within a cross-functional team environment.

What you'll get:

- Annual salary of £25,350 FTE (£15,210)
- 22.5 hours a week (Flexible - to be discussed at interview)
- The opportunity to join the company share option scheme and benefit from the spoils as the company grows
- 25 days annual leave plus bank holidays
- Up to 6% contribution to pension scheme
- BBQ's in the summer months & team socials
- The opportunity to join our Electric car scheme through salary sacrifice

- Private Medical Insurance
- Flexible Monday to Friday working hours
- Continuous training and professional development opportunities

Additional Information

- To apply please email your CV & Cover Letter to Laura, HR Manager jobs@cognitionenergy.uk
- Company Website: <https://cognition.energy/>

Location:

Cognition's office and labs are based in a beautiful countryside setting, with free parking, just outside Didcot, Oxfordshire. Local amenities include local shops, a pub and easy access to the A34.