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## Administrator - Maternity Cover Job Description

Cognition Energy is an innovative and disruptive engineering start-up that uses science led development to deliver high performance battery products and services. At Cognition we develop battery test equipment and carry out contract testing for external clients. Founded by 4 people, of which 3 are Imperial College academics, Cognition's long term goal is to help the world switch to a 100% renewable future!

Due to maternity leave, we are now looking for some administrative cover for the duration of this leave. A key activity will be administrative support for our communications and sales activities. The role could be particularly well-suited to an experienced administrator looking to work 15-20 hours over 4 shorter days per week with a small dynamic team. Actual working hours can be flexible. The company offers a competitive salary, 25 days annual leave (pro-rated for actual hours worked) and a matched contribution pension scheme.

### What you'll have:

- Excellent organisational & interpersonal skills
- Ability to prioritise
- Flexibility to handle a range of tasks and to work as part of a team
- Good knowledge of Google Workspace/Microsoft Office, particularly around using spreadsheets
- A can-do attitude and creativity to get things done, with the ability to work in a small, start-up organisation

### Even better if you have:

- Experience using LinkedIn & Wix
- Ability to make eye-pleasing documents and follow brand guidelines

### What you'll do:

- Assist with updates to the company website and social media pages, including uploading new content
- Liaise with current clients to gain testimonials and feedback
- Assist with the organisation of trade shows and other company events
- Purchases of equipment and supplies, around the office and for the marketing department
- Assist with the organisation of company socials & team building events as required
- Assist with the management of sales, including keeping the CRM system up to date, general administration & monitoring the sales and info email inboxes

- Schedule and arrange meetings for the CEO and other members of the team, including Board Meetings
- Support the preparation of presentations and other documents related to the company's activities
- Support and/or lead on ad hoc tasks as required

## What you'll get:

- To join a team of motivated people, in a great work environment
- Salary: £11,500-£15,000 (£28,275-£30,225 pro rata), dependant on experience and hours
- 10 days annual leave (25 days pro rata), including Christmas shutdown
- Up to 6% contribution to pension scheme
- Friday BBQ's in the summer months & team lunches
- Continuous training and professional development opportunities

## Location:

Cognitions 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.

## Additional Information

- 15 -20 hours a week, days and hours to be agreed
- Maternity leave cover from December 2025
- To apply please email your CV & Cover Letter to [jobs@cognitionenergy.uk](mailto:jobs@cognitionenergy.uk)
- Company Website: <https://cognition.energy/>