



Marketing and Administrative Assistant

Reporting to: The C-Suite

Department: Executive | Location: Sheffield

At Faradion we build the right teams in the right way. We're a bold decision-making team who want to be the best at what we do, who are committed to excellence and helping our people grow by creating specialised, focused and hardworking teams. Teams who apply critical thinking, and who are always striving to achieve excellence in the work they deliver. We look for entrepreneurial thinkers and doers. Innovative, collaborative and motivated people who are excited by our technology, and proud of the difference they can make.

About the Role

This is an exciting opportunity for an experienced Executive Assistant or similar, to work in a friendly and positive work environment. You will help support the leadership team, performing high-level and high-quality administrative tasks and ensuring that the highest level of support is always provided. You will be able to deal with people at board level, both in the UK and internationally, and navigate global schedules easily. You will be customer facing with a need to interact directly with customers in various methods of communication, and have additional responsibility for coordinating internal and external communication.

You will have:

- The ability and ideally some experience in creating marketing and communications material working with others and partners for both external and internal use.
- Experience in minute taking for Leadership meetings including Board meetings.
- Extensive and multiple diary management and the ability to share relevant documents in preparation for meetings
- Complex travel planning experience including overseas trips
- A professional and business etiquette on all sensitive company information with discretion and confidentiality
- Experience in research to help prepare and draft presentations and draft reports and preparing briefings for meetings

You will be:



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- Excellent problem-solving skills, with a passion for tackling challenges.
- Able to build strong business partnerships and act as the point of contact on behalf of the C-suite.
- Expected to plan and prioritise a busy and varied workload.
- Facilitate and prepare information for internal and external communication – memos, emails, presentations, including Board reports, to a high standard.
- Comfortable working with external partners, across social media, google analytics, and communication partners.
- Able to communicate at all levels in a professional manner with excellent verbal and written communications skills.
- Able to research, collect, analyse, and collate information for specific presentations projects.
- Proficient in using relevant software such as MS Office including Outlook, PowerPoint, Word, Excel and pulling together PowerPoint presentations.
- Expected to work to important deadlines.
- Able to 'forward think' with an eye for detail with a high degree of self-sufficiency
- Able to coordinate the completion of actions.
- Expected to perform email management on behalf of the C-suite and respond accordingly.
- Responsible for meeting and greeting guests on behalf of the C-suite.

What's in it for you...

We are building a progressive people environment and our people are our most valuable asset. We want Faradion to be an attractive, rewarding and a fun place to work. As well as the satisfaction of knowing you will be contributing to projects that make a real difference to the world around us, we offer our employees a variety of additional benefits:

- Generous annual leave allowance (25 days holiday, plus 8 days bank holidays).
- Pension scheme.
- Group Life Assurance (5 X basic annual salary).
- Income protection.
- Healthy extras – a comprehensive employee assistance program.
- Annual leave buying and selling scheme.
- Birthday leave.
- Incredible opportunities for development and career growth.
- Eye care vouchers.
- Exclusive discounts with leading retailers.
- Employee social events.
- Wellbeing ambassadors.
- Casual dress.
- A casual dress code, promoting comfort and individuality.





In line with our company values, we are looking for someone who:

- Demands the highest levels of safety, has a 'safety first' approach, through passion and pride and always challenges the status quo.
- Has a responsive, 'can do' attitude. Someone who is flexible, co-operative and has an enthusiastic attitude to work.
- Will challenge the norm to make a difference. Be passionately curious and thrive on change and continuous improvement. Be an independent thinker and take ownership for their own development, and capacity to grow.
- Can work collaboratively and inclusively, acting with integrity and, is candid and honest.
- Applies critical thinking, and who are always striving to achieve excellence in the work they deliver.

Join our team.

Transforming People and Careers

Enhance the future in sodium-ion sustainable technology

For further details, please visit www.faradion.co.uk and navigate to our current vacancies via the Careers page.

We have ambitious plans. If this opportunity is not quite right but you are interested in a career with us, please contact careers@faradion.co.uk | We are an Equal Opportunities Employer | We have a Covid-Secure Workplace.

Faradion, The Innovation Centre, 217 Portobello, Sheffield, S1 4DP

Faradion, Centre for Innovation & Enterprise, Oxford University Begbroke Science Park, Begbroke Hill, Woodstock Road, Begbroke, Oxfordshire, OX5 1PF



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