



Job Title	Office Administrator
Location	Supercritical HQ, West London, UK
Type	Permanent / Part-time dependent on applicant preference If part-time, we would still require the employee to be on site 5 days a week, but we could consider shorter days (09:30 - 15:30 for example)
Salary	Experience Dependant, £40,000 - £47,500 per annum (based on a permanent full time role. Part-time would be pro-rated)
Equity	We want our team to be invested in the business, rewarded through the creation of value. All new full time employees are invited to join our tax efficient share scheme .
Holiday	25 days + birthday off + public holidays (based on a permanent full time role. Part-time would be pro-rated)
<p>We are committed to finding the best candidates, so if you're excited by the prospect of joining Supercritical then we encourage you to apply, even if you don't meet all of the requirements. Your unique skills and experiences may be exactly what we're looking for.</p> <p>Whether you're motivated by technical challenges, opportunities for growth, or being part of a mission-driven organisation, you'll find a welcoming environment at Supercritical. We value trust and transparency.</p> <p>Supercritical is proud to foster an inclusive environment. We believe diversity drives innovation and we ensure that every team member feels welcomed, valued, and empowered to succeed. We encourage applicants of all genders, ethnicities, backgrounds, and abilities to apply and help shape the future of clean energy.</p>	
Other Benefits	Flexibility and Supportive of Balance - Flexible start and finish times - Flexible on home working - Flexible on working abroad Parental Leave Policy - 3 months full pay for mothers and fathers Growth Opportunities - wide range of exposure and development Support for Training and Accreditation - professional fee coverage Monthly Team Days & Lunch Outings Option to buy 5 extra holidays Birthdays off! Team Milestone Celebrations Pension - 3% employee contribution + 5% employer contribution Referral bonuses
Learn more about us at the end of this document or at www.supercritical.solutions .	



The Opportunity:

As the heartbeat of our workplace, the Office Administrator plays a pivotal role in creating a seamless, welcoming, and high-performing environment for our team and visitors alike. This is more than just a facilities role, it's about shaping the everyday experience of our people. From overseeing essential services and managing trusted suppliers, to resolving IT support issues and ensuring our space runs smoothly, you'll be the go-to person who keeps everything connected and functioning with care and precision.

You'll champion a workspace that's not only operationally excellent but also energising and inclusive, supporting team events, onboarding new joiners, and making every guest feel like a VIP. If you're a natural organiser with a proactive mindset and a passion for making things better, this is your opportunity to make a real impact at the heart of our organisation.

You will join an exciting and fast moving company that is intent on disrupting the energy industry and enabling a net zero future.

What you'll do:

Office & Facilities Administration

- Oversee day-to-day facility operations, including maintenance, utilities, and resolving property-related issues (e.g. leaks, Wi-Fi, AV systems).
- Manage building security, including fire alarm tests, access cards, and alarm systems.
- Coordinate with key service providers (e.g. cleaners, PAT testing, window cleaners) and suppliers, handling sourcing, contracts, and quality control.

People & Culture

- Provide a warm and professional welcome to guests, maintaining a presentable reception area and coordinating refreshments for special visits.
- Play a key role in HR support, assisting with onboarding, scheduling, practical setup, and organizing team events and away days.
- Set and manage principles for facility use, including hot desk etiquette, team day planning, car charging, and cleanliness standards.

Admin & Coordination

- Support staff admin, including managing the holiday calendar, organizing travel and accommodation, and maintaining up-to-date emergency contact info.
- Act as the main point of contact for our external IT support provider, ensuring timely and effective tech issue resolution.
- Being a trusted go-to for key action items such as co-ordinating complex travel and logistics activities

Direct applicants only - no agencies.

Supercritical are not currently in a position to sponsor overseas applications.



About you

Ideally, you will:

- Proven experience in office, operations or facilities management, including oversight of building services, suppliers, and workspace operations.
- Strong organisational and problem-solving skills, being able to manage multiple responsibilities and respond quickly to issues)
- Excellent communication and interpersonal skills. You will be confident working with internal teams, external suppliers, and guests.
- Experience liaising with service providers and managing contracts such as cleaners, IT support, and AV services.
- Confidence with basic IT and office technology (e.g. Wi-Fi, AV systems, Microsoft Office/Google Workspace)
- Discretion and professionalism in handling sensitive staff information (e.g. emergency contacts, onboarding details)
- A proactive and hands-on approach, anticipating needs and taking ownership of improvements)
- Good understanding of basic health & safety and building security protocols

Skills that are desirable would include:

- Previous experience working with external IT support providers
- Experience managing travel and accommodation bookings for staff
- Familiarity with HR administrative processes (e.g. onboarding, holiday tracking, maintaining staff records)
- Event or team day coordination experience
- Basic understanding of lease agreements or property compliance issues (e.g. chemicals, landlord liaison)
- First aid or fire marshal certification

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About Supercritical

Supercritical is transforming the future of green hydrogen production with the world's first high-pressure, ultra-efficient water electrolyser. Our groundbreaking technology uses heat and pressure to achieve the highest electrical efficiencies in the industry, producing hydrogen at high pressure for seamless storage and transport. By also co-producing oxygen, our innovations support decarbonisation in heavy industry, chemicals, transport, and more.

We are a well-funded team with years of runway and strong partnerships with leading global organisations. Our mission is to make green hydrogen affordable and sustainable, enabling a cleaner, more equitable future. By eliminating the costly and complex equipment required by traditional electrolysis, we are driving down the cost of green hydrogen and making it accessible to industries around the world.

We live by our values at Supercritical:

- **Purpose** in creating a legacy, driving positive change, for sustainability in all we strive for
- **Transparency** in the way we work, the way we share, in our honesty
- **Partnership** to achieve shared goals, to collaborate at all levels, to welcome challenges and different points of view
- **Trust** in our colleagues, in the rigour of our delivery, in respect for others
- **Leadership** in finding breakthroughs, empowering actions, innovating
- **Curiosity** in celebrating ideas, championing our passions, being positively restless

What Makes Us Proud:

- Our patented technology is redefining industry standards.
- We've demonstrated world-leading electrochemical efficiencies out of the lab.
- We are committed to sustainability, designing systems free from PFAS forever chemicals and rare earth metals.
- We're recognised globally:
 - Featured in CleanTech Group's "Top 50 to Watch for Climate Action."
 - Named a StartUS Insights "Top 5 Zero Emission Solution to Watch."
 - Runner-up and People's Choice in Shell's 2021 New Energy Challenge.
 - Finalist in OZ Minerals' Hydrogen Hypothesis.
 - Highlighted in CEMEX Ventures' Most Promising CleanTech Solutions.
 - Listed among Start Up Energy Transition's "100 Most Promising Global Energy Startups."
 - Named "ClimateHack's top 150 ClimateTechs to watch"

At Supercritical, we believe that innovation thrives when diverse perspectives come together. We're building a collaborative, inclusive team to create ultra-efficient, cutting-edge solutions for a sustainable future. Join us in solving some of the world's toughest energy challenges and making a real impact on the path to net zero.

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What it's like to work here:

At Supercritical, we're not just building cutting-edge technology—we're shaping the future of clean energy. Working here means being part of a fast-moving, deeply collaborative team that thrives on innovation, curiosity, and impact. We operate with trust and transparency, valuing diverse perspectives that drive better solutions. Our culture is dynamic and ambitious, but also supportive—everyone has a voice, and great ideas come from everywhere. Expect to work alongside passionate experts who challenge the status quo, celebrate wins together, and push boundaries to make green hydrogen affordable and accessible. Whether it's solving complex engineering problems, securing partnerships, or scaling our breakthrough technology, every role at Supercritical is mission-driven. If you're looking for a place where your work genuinely matters, where you can grow, and where you'll be empowered to take ownership, you'll feel at home here.

www.supercritical.solutions

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