



## Position: Commercial Co-ordinator

**Reporting to:** Managing Director/Associate Commercial Director/Marketing Manager

**Department:** Commercial

**Salary:** Dependent on experience

**Job type:** Permanent (subject to a six-month probation period)

**Holiday:** 31 days including Bank Holidays (three days over Christmas mandatory) – increases after two and four-year intervals

**Pension:** 6% company contributions **Location:** Haverhill, Suffolk (CB9 8QP)

**Benefits:** BrightHR Exchange staff discounts and offers, Specsavers Eyecare Vouchers, Bike2Work Scheme, Training & Development plans

Guardtech are a rapidly growing, thoughtfully evolving design & build company that produce high-quality, tightly controlled manufacturing facilities (cleanrooms) across the country for the Life Science sector for industries such as Pharmaceutical, Aerospace, Automotive & Medical Device. The business is doubling in size year on year and is looking for highly dynamic, positive, driven individuals to join our team and share in our incredibly exciting journey.

### The Role:

To provide administrative support to ensure the efficient running of the Commercial Team's business development activities. The main focus of this role will be managing the Guardtech HubSpot CRM, overseeing the successful co-ordination of the Commercial Team Sales pipelines and associated client enquiries. The Commercial Co-ordinator will liaise regularly with both the Guardtech Commercial Team and clients to ensure potential new projects are given the best chance of coming to fruition.


The intention behind this role is to give the successful applicant a wide range of responsibilities to understand various different aspects of Guardtech's wider business processes. As a result, it will also include a day of dedicated sales prospecting for our OnGuard aftercare division (Service and Decon Teams), supporting the Guardware Cleanroom Hardware team with co-ordinating furniture & equipment orders and leading with the organisation of internal company events.

### Key Responsibilities:


- **Managing the Commercial Team HubSpot CRM** – ensuring all Contacts and Deals are kept up to date and moved through the Sales Pipeline effectively via focused scrutiny and communication with Commercial Managers and Guardware/Isopod Cleanroom Consultants.
- **HubSpot data management** – using the CRM's Breeze AI tool to prepare regular data dashboards for the Managing Director and Associate Commercial Director.
- **Acting as a PA to the Managing Director** – supporting the MD with his busy schedule by helping to manage his diary, sales pipeline/CRM and other critical elements of his working week.
- **General Commercial Team admin** – booking hotels and arranging travel for the Commercial Team, raising various Purchase Orders for the Associate Commercial Director, general admin support.
- **OnGuard aftercare team prospecting** – one day per week of dedicated aftercare sales prospecting via cold calling and email campaigns (includes bonus payments for successful sales achieved).
- **Social Committee events leadership** – taking ownership of organising and co-ordinating Guardtech's Summer and Christmas parties, as well as smaller-scale internal events.
- **Guardware Cleanroom Hardware** – supporting Guardtech's dedicated furniture & equipment division by assisting with customer enquiries, helping to fulfil and manage orders and liaising with suppliers.

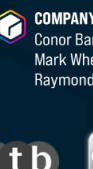
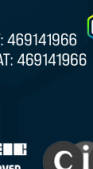
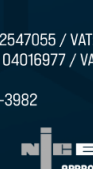
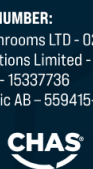
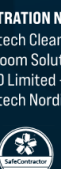
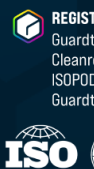
To apply, please email a copy of your CV to [j.shackley@guardtech.com](mailto:j.shackley@guardtech.com)

 Guardian House, Unit 1A  
Homefield Road, CB9 8QP,  
United Kingdom

 0330 113 0303

 [sales@guardtech.com](mailto:sales@guardtech.com)

 [www.guardtechgroup.com](http://www.guardtechgroup.com)



**REGISTRATION NUMBER:**  
Guardtech Cleanrooms LTD - 02547055 / VAT: 469141966  
Cleanroom Solutions Limited - 04016977 / VAT: 469141966  
ISOPDD Limited - 15337736  
Guardtech Nordic AB - 559415-3982

**COMPANY DIRECTORS:**  
Conor Barwise, **Operations Director**  
Mark Wheeler, **Commercial Director**  
Raymond Wheeler, **Director**