

Position: Office Junior

Reporting to: Office Manager

Department: Operations

Salary: £18,000 - £20,000 – 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 clerical and administrative support to ensure the efficient running of the office. This role assists various departments, providing support in day-to-day operations, including maintaining equipment certifications, training records and supporting travel logistics.

Key Responsibilities:

- Assist with general office duties such as photocopying, filing, and scanning documents.
- Answer and direct phone calls, take messages, and handle correspondence.
- Greet visitors and clients, ensuring a positive first impression.
- Manage incoming and outgoing post and deliveries.
- Maintain office supplies by checking stock, ordering and receiving deliveries.
- Schedule appointments, manage calendars and arrange meetings.
- **Help maintain equipment certification records** by ensuring timely updates and scheduling maintenance as required.
- **Assist in maintaining staff training records**, including tracking expiration dates and scheduling refresher courses.
- **Place purchase orders** for office supplies, equipment, and other necessary items, liaising with suppliers as needed.
- **Arrange hotels and travel bookings for installation engineers**, ensuring all travel arrangements are efficient and within budget.

To apply, please email a copy of your CV to j.murphy@guardtech.com