



HR & Recruiter (Hybrid)

About Bee Eco

Bee Eco are an established family business that specialise in installing sustainable and eco friendly products and services. We currently specialise in government backed schemes such as LADS and Eco 4 to enable those families to improve their homes at no cost. We also install solar panels and energy storage devices to residential and commercial properties.

Our goal is to enable people to be sustainable by focusing on saving money first and saving the environment 2nd.

This approach has been widely successful and we now want to scale our operation.

About the role

This is a hybrid role, you will be expected to work from the Office in Birmingham 2-3 days a week.

Office Address: Unit 4 Great Barr Business Park Baltimore Road Great Barr
Birmingham B42 1DY

This role is arguably one of the most pivotal and important roles at Bee Eco. You will be in charge of hiring the right staff at the right time and ensuring the best modern HR practises are followed.

You will be responsible for ensuring everyone is well trained and has the tools they require to do the job and serve our customers. You will be reviewing work done, obtaining feedback and ensuring everyone in the organisation is happy and we are aligned with the same goals.

1. Recruiting for all roles at the company. (Installers, sales reps, project managers, customer service)
2. Onboarding new installers and new staff when required
3. Organising installer/staff documents
4. Maintaining and updating current accreditations

5. Organising meetings and interviews
6. Ensuring compliance by keeping up to day with NAPIT and MCS regulations.
7. Training all staff

About you

You are a hardworking, trustworthy and resourceful individual. You will be OK working in a start up environment and be thinking outside the box to improve the way things are organised.

You are comfortable managing a department budget to purchase tools and resources you will need to do your role.

You will require little direction from the directors to perform highly and you are capable of creating your own goals.

Your skills

1. Good Organisation
2. Good Communication
3. Time Management
4. Resilience
5. Observant
6. Attention to detail
7. Initiative
8. Decision making
9. Persistent

Qualifications

GCSE English A-C

GCSE Maths A-C