



Recruitment &
HR Solutions

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Be Personnel specialise in the source, supply and management of a wide selection of professional, skilled, and semi skilled “personnel” addressing the permanent and temporary recruitment requirements of small, medium and large global organisations.

With over 30 years cumulative experience within this demanding industry, **Be Personnel** can deliver cost effective, complete recruitment and HR solutions that ensure organisations perform successfully.

Whatever your business sector, our recruitment specialists will listen to you and get to know your unique business requirements – before they act. **Be Personnel** will respond rapidly and effectively – whenever you call.

Our credentials cover every aspect of temporary and permanent recruitment, as well as HR consultancy and associated services (such as salary surveys, assessments, etc.)

So, whatever your recruitment requirements are, wherever you require them let **Be Personnel** be your first choice – delivering bespoke solutions that add measurable value to your business.

www.bepersonneltd.com

Food Processing





Food Processing

Be Personnel fully understand the requirements for a flexible, reliable and loyal temporary workforce to complement and service the demands associated with the food processing sector.

Our experience of providing efficient and cost effective staffing solutions covers skilled, semi-skilled and unskilled positions within Preparation, Production, Packing and Despatch.

Being Gangmaster Licensed, we build partnerships with our customers to ensure we supply quality personnel in-line with their order book and production requirements. Our contract management offering covers small, medium and large numbers of staff addressing both skill gap and hard to fill vacancies in rural and city areas.

Typical food processing organisations serviced include:

- Fish factories including salmon, shellfish, herring, etc.
- Dairy organisations
- Bacon factories
- Biscuit manufactures
- Turkey and chicken production facilities
- Fruit companies

Food processing temporary job positions covered:

- Production Line Operatives
- Pickers, Packers and Sorters
- Fish Filleting
- Shellfish
- Knife Skills
- Machine Operatives
- Quality Control
- Farm Hands
- Cleaners

Permanent positions covering Director, Senior and Middle Management level:

- Technical Managers
- Quality Managers
- Production Managers
- HR staff
- Sales staff
- Account Managers
- Team Leaders and Supervisors
- Health and Safety Managers
- Factory Managers

Support Staff include:

- Administration staff
- Accounts and Payroll
- Maintenance

Permanent





Be Personnel can assist with the management of permanent assignments at all levels, ensuring you get the right person with the right talents and skills to fulfil your exact requirements.

Our experienced senior consultants have the expertise and sector knowledge to offer an unrivalled search and selection service addressing executive and middle management appointments within a wide range of manufacturing, commercial and public service organisations, throughout the UK.

Be Personnel's permanent resourcing methodology includes:

Selection (Advertising Assignments)

- Job profile generation assistance
- Specialist services include:
 - Creative
 - Copywriting
 - Artwork
 - Media buying
- Response handling
- CV screening
- Referencing
- Initial interviews
- Assessments
- Short listing
- Final interview management

Search (Headhunt Assignments and Database Search)

- Comprehensive database
- Efficient and effective search methods
- Initial discreet contact
- Short listing
- Referencing
- Assessments
- Interview management
- Detailed reports to assist client selection

Throughout the process Be Personnel liaise constantly with both client and candidates. Our rates are very competitive and we offer bespoke T&C's with appropriate fees agreed in advance.

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Commercial





Within the Commercial sector the demand for a diverse range of skilled personnel to cover short and long term assignments at short notice is a regular occurrence.

Finding the right person with the right skills within short timescales is what Be Personnel has built its reliable and efficient reputation on.

Its Commercial Division of sector experienced consultants will quickly match your requirements to our comprehensive database of candidates who have been interviewed, tested and referenced ready to be assigned.

Whether you need a temporary or permanent member of staff we can provide a fast, efficient and reliable solution.

Typical business areas serviced include:

- Public and Private sectors
- Finance Sector
- Legal Sector
- Universities and Colleges
- Property Companies
- Sales and Marketing
- Contact Centres

Job titles covered:

- Clerical and Data Entry
- Administrators
- Receptionists
- Switch Board Operatives
- PA and Secretarial
- Scanners
- Mail Assistants
- Customer Service Administrators
- Scribes and Note Takers
- Payroll Administrators
- HR
- Legal Support Staff
- Contact Centre Staff

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Industrial Trades



Finding reliable, qualified industrial trades personnel is never easy – which is why it pays to team up with Be Personnel industrial specialists.

Whether you need a permanent member of staff, someone on long-term contract or short term assignment, we can provide a fast, efficient and reliable solution.

Our highly experienced, industry specific consultants understand the public and private sector requirements and will quickly build a business relationship to source and supply exactly the right calibre of person or persons you require to undertake the necessary tasks.

Recruit a Be Personnel trades person and you can be confident in their ability. We take up full references; carry out thorough face to face interviews and check their certifications with the awarding bodies. Police checks are also provided where applicable.

Typical industries serviced include:

- Timber companies
- Construction companies
- Garages
- Net manufacturers
- Property management
- Facilities management

Job titles covered:

- Joiners
- Plasterers
- Painters & Decorators
- Bricklayers
- Roofers
- Labourers
- Cleaners
- Mechanical
- Electricians
- Plumbers
- Carpenters
- Concrete Layers
- Ground workers
- Foreman
- Plant Operatives
- Site Agents
- Trades Mates

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HR Consultancy & Specialist Services





HR Consultancy & Specialist Services

Be Personnel fully acknowledge the complex and diverse issues facing small, medium and large organisations in connection with HR processes, procedures and general day to day management of personnel.

Through our dedicated and qualified CIPD and HR consultants, we establish a business partnership with all our clients and work as an extension to their HR Team.

Following an initial familiarisation meeting, Be Personnel will plan and deliver bespoke HR services that match the companies' business objectives.

HR Consultancy Services include:

- Introducing Formal Human Resource Procedures
- Restructure and Redundancy
- Remuneration and Benefits Practices
- Salary Surveys
- Outsourcing
- Project Management in HR and support in achieving Gangmaster Licence


Specialist Services include:

- Bi Lingual Translators
 - face to face and documentation
- Saville and Holdsworth
 - Provision of Saville and Holdsworth assessment centres. Ability tests are recognised as the best method of predicting job success. The tools measure current ability as well as future potential for a variety of work skills. Assessment centres can be on clients sites or at Be Personnel's offices.
- 360 Degree Feedback
 - 360 degree feedback assists in identifying individual strengths, development needs and 'blind spots', ensuring that individual development is focussed accordingly. Be Personnel can provide a full consultancy service top design and implement a 360 degree feedback programme, tailored to the clients organisation's requirements and can include:
 - Piloting
 - Implementation
 - Generation of feedback reports
 - Facilitating feedback sessions

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Social & Personal Care



A close-up photograph of two hands clasped together, one in a blue suit sleeve, against a dark background.

With an ever increasing demand for professional, qualified and experienced Social & Personal Care Workers, Be Personnel have established themselves as a major provider of high quality personnel to both public and private organisations within this important and challenging sector.

Through Be Personnel's extensive database of Social & Personal Care Workers, they service the needs of all areas of the UK. This growing database consists not only of UK qualified Carers but also, through Be Personnel's established office in Poland and EE partners, a large number of highly experienced and qualified Eastern European Carers.

An in-depth registration and selection process ensures only the right calibre of personnel is placed on assignments that match their particular abilities and skills. This selection process includes:

- Face to face interviews (both in the UK and Eastern Europe)
- Verification of all references, qualifications and permits
- In country Police checks and independent translation to all employers
- CRB disclosure checks / Disclosure Scotland checks
- Full assignment induction

Be Personnel offer candidates for permanent assignments and pride themselves on supplying cost effective recruitment solutions that exactly meet the clients requirements.

Positions covered include:

- Care Workers
- Domiciliary Care
- Residential Social Workers
- Project Workers
- Day Centre Officers
- Care Managers

Specialist areas covered within the public and private sectors:

- Adult Care
- Learning Disability
- Physical Disability
- Sensory Impairment
- Mental Health
- Care of the Elderly