



Internal Recruiting Manager

About Impact Power Solutions:

Impact Power Solutions, LLC is a full-service clean energy development company. For over 30 years, we have worked to deliver customers solutions ranging from rooftop installations to multi-megawatt community solar gardens. Our company's purpose is, and always will be, to positively impact people, power and the planet with solar energy.

IPS Diversity Statement:

Diversity, Equity, Inclusion, and Justice are core to IPS' mission of positively impacting people, power, and the planet with clean energy. IPS believes that business can be the catalyzing platform to lift diverse voices and drive change. Diverse companies are more innovative and ultimately better positioned for success in the energy transition. Creating a diverse workforce centered around equity and environmental justice has been baked into our DNA since our company was founded more than 30 years ago. Today, IPS endeavors to actively create a work environment that reflects the communities in which we live and work, where everyone feels empowered to be their authentic selves.

Position Mission:

The Recruiting Manager will have the opportunity to build out a department focused on sourcing the right talent, establishing interview protocols, extending offers, on-boarding new employees, and training on basic company policies/ information. This person will be working closely with all department heads and the Executive Team, to develop accurate job descriptions for posting and direct candidate sourcing. This role will report to our HR Manager but could involve taking over all HR responsibilities in the near future.

Position Responsibilities:

- Work with department heads and their teams to define new roles, qualities, and sourcing strategy for candidates
- Generate weekly referrals and lead sources through internal office referrals, social media, and community connections
- Phone candidates to schedule interviews and facilitate selection process
- Actively conduct screenings and interviews of potential candidates, discerning a candidate match against multiple hiring teams
- Review and interpret assessments taken by candidates, have the ability to share and articulate the results to the hiring team
- Be a connection point for candidates moving through advisor recruiting and human resources candidate pools
- Communicate directly to hiring advisors regarding progress towards hiring their team member
- Collaborate with teams on onboarding and first impressions

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Critical Competencies:

- **Attention to Detail:** The ability to process detailed information effectively and consistently.
- **Calm Under Pressure:** The ability to maintain a consistent attitude and level of professionalism under stressful work conditions.
- **Focus on Quality:** Intense focus on producing only quality work that you can be personally proud of.
- **Coachable:** Open to seeing other's prospective and mature enough to see the growth opportunities when presented.

Cultural Fit:

- Candidate must align with IPS's purpose: to positively impact people, power and the planet with solar energy.
- Candidate should familiarize themselves with IPS' core values and determine whether they are a company fit: <https://ips-solar.com/wp-content/uploads/2021/10/IPS-Core-Purpose-Values.pdf>

Technical Skills:

- Must possess basic Office proficiency (Word, Excel, Powerpoint, etc).
- Must be comfortable with digital communication including email, text, virtual meeting software, etc.
- Excellent verbal and written communication skills.
- Experience with various job boards, LinkedIn, or other platforms for finding talent
- High level of organizational skills.

Qualifications:

- **Required:** Bachelor's Degree and 2-3 years of recruiting experience
- **Preferred:** 3-7 years of recruiting experience, HR generalist or higher experience,
- **Bonus:** Knowledge of solar, development, or construction industries

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