



## COMPANY OVERVIEW

Join a fast-growing solar and electrical company committed to clean energy, quality craftsmanship, and community impact. We install residential and commercial solar systems and provide electrical services throughout Central Illinois with a focus on safety, reliability, and great customer experience.

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## ROLE SUMMARY

We are hiring a hands-on Talent Acquisition Specialist to own full lifecycle hiring for all positions including but not limited to solar sales setters, solar electricians, and solar installers. This is an onsite role based in Peoria, IL. The ideal candidate excels at sourcing across channels, building pipelines for high-volume and technical roles, and partnering closely with operations and field leadership to hire quickly and hire well.

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## KEY RESPONSIBILITIES

- Manage full lifecycle recruiting for sales setters, solar electricians, and installers from sourcing through offer and onboarding.
  - Source candidates through LinkedIn, Facebook Groups, local trade networks, community and networking groups, job boards, referrals, and in-person outreach.
  - Build and maintain candidate pipelines to meet rolling hiring targets and seasonal demand.
  - Screen and interview candidates for skills, safety, culture fit, and role readiness; coordinate field skills assessments when required.
  - Schedule and coordinate interviews with hiring managers and field leads; ensure timely feedback and candidate communication.
  - Track recruiting metrics (time to fill, source of hire, interview-to-offer ratio) and report progress to people ops and operations leadership.
  - Maintain accurate candidate records in the applicant tracking system and ensure compliance with hiring policies.
  - Develop and maintain relationships with technical schools, trade programs, unions, and community organizations to create recurring talent flows.
  - Run and optimize referral programs and community recruiting events.
  - Support offer negotiation, background checks, and new hire onboarding logistics.
  - Participate in local hiring events, job fairs, and drive direct outreach campaigns (door knocking, site visits) as needed.
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## MUST HAVE QUALIFICATIONS

- 2–5 years of recruiting experience, preferably with volume hiring and/or technical/field roles.
- Practical experience sourcing via LinkedIn, social groups, local networks, and hands-on outreach.
- Comfortable with in-person recruiting and some field presence; reliable onsite attendance in Peoria, IL.

- Strong interviewing skills and ability to assess both technical skills and cultural fit.
  - Excellent communicator with ability to move candidates through the process quickly and professionally.
  - Organized, metric-driven, and comfortable owning recruiting KPIs.
  - Familiarity with ATS systems and Google Workspace or Microsoft Office.
  - Valid driver's license and reliable transportation for local outreach.
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## **NICE TO HAVE**

- Background in construction, trades, solar, electrical, or door-to-door sales recruiting.
  - Experience running referral incentive programs and community hiring campaigns.
  - Basic knowledge of OSHA or safety compliance related to field hiring.
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## **COMPENSATION AND INCENTIVES**

- Competitive base salary commensurate with experience.
  - Performance incentives are tied to hiring metrics such as hires per quarter, time to fill targets, and retention milestones.
  - Benefits include health insurance, paid time off, and opportunities for career growth within the company.
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## **LOCATION AND SCHEDULE**

- Onsite position in Peoria, IL. Some travel is required for field visits and recruiting event – mostly local but occasional national.
- Typical Monday through Friday schedule; occasional weekend or evening events for hiring initiatives.

### **About Porter Professional Services**

Porter Professional Services is a Professional Recruiting Firm. We partner with clients to provide recruiting support for full-time hiring needs. Any position would be a full-time role with our client and not with Porter Professional Services.