

## Talent Acquisition Specialist

Uptima is seeking an ambitious and self-driven Talent Acquisition Specialist to join our team!

In your role, you will be responsible for two areas of our business:

1. **Talent Acquisition:** As a TA Specialist, you will be responsible for finding, sourcing and recruiting talented candidates in Uptima's practice areas (CPQ and Billing, Quote-to-Cash, Field Service Management solutions in the salesforce.com ecosystem). This includes:
  - a. Source and find candidates qualified for open positions
  - b. Planning, developing and implementing a new and productive Talent Acquisition strategy for our company.
  - c. Use HRIS, Recruitment & Marketing tools
  - d. Design, plan and execute selection processes (conduct interviews and screening and reference calls, etc.)
  - e. Review employment applications and background check reports
  - f. Use sourcing methods for hard-to-fill roles

This is an exciting opportunity for any candidate who wishes to join an organization that is ranked #1 in customer satisfaction by our customers and partners. Our teams fundamentally impact the success of the businesses we help, creating a rewarding work experience in a diverse work-hard, play-hard environment.

### Your Background:

- Bachelor's degree in related field
- Minimum 3-5 years' experience in a related field (similar HR/recruiting function or similar business development role within the software professional services industry).
- Excellent communication skills (strong English verbal and written skills).
- Detail-oriented with ability to multi-task.

### What you will be doing at Uptima:

- Recruiting and hiring employees and subcontractors.