

Colombia Jobs Expertini®

Talent Acquisition Specialist

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Company: Uptalent.io

Location: Bogotá

Category: business-and-financial-operations

At Uptalent.io, we are a leading B2B platform connecting talented architects and engineers with top-notch global architectural and engineering companies. As a Talent Acquisition Specialist, you will play a crucial role in supporting our recruitment efforts, identifying and attracting top talent, and ensuring a seamless hiring process. With our platform designed to empower remote work, you will have the opportunity to collaborate with professionals from around the world while contributing to the growth and success of our company.

Responsibilities:

Job Posting and Sourcing: Writing and posting compelling job descriptions on various job boards and sourcing platforms to attract qualified candidates.

Screening: Reviewing resumes and conducting initial phone screenings to assess candidate qualifications, skills, and cultural fit.

Interview Coordination: Scheduling interviews and coordinating logistics between candidates and hiring managers.

Assessment and Evaluation: Assisting in the evaluation of candidates through technical assessments and interviews.

Database Management: Updating and maintaining candidate information in our applicant tracking system.

Reporting: Providing regular updates on key recruitment metrics and progress to the

Talent Acquisition team.

Requirements

Bachelor's Degree: A bachelor's degree in Human Resources or a related field is preferred.

Recruitment Skills: Previous experience or strong knowledge of recruitment processes and best practices.

Attention to Detail: Meticulous attention to detail to ensure accurate and thorough candidate evaluation and documentation.

Strong Communication Skills: Excellent written and verbal communication skills to effectively communicate with candidates and internal stakeholders.

Organizational Skills: Ability to manage multiple tasks and prioritize deadlines in a fast-paced environment.

Technical Aptitude: Familiarity with applicant tracking systems or other HR software is a plus.

2+ Years of experience: Previous experience in a recruitment or talent acquisition role, preferably in a remote or virtual work environment, with at least 2 years of relevant experience.

Important to have:

Fluency in English

Great Communication Skills

Basic Graphic Design capabilities

Highly empathetic and customer focused

Shows Initiative, proactive, and motivated

Ability to work unsupervised

Ability to multitask

Benefits

Work for the most exciting companies in the North American Market.

Flexible schedules.

Work from anywhere.

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