



People Operations Manager (CPG Software) / New York

Part-time contractor, or full-time employment

www.UpClear.com/Careers

ABOUT UPCLEAR

UpClear is a SaaS company with a global customer base that is changing how Consumer Packaged Goods (CPG) companies manage their Trade Promotions. UpClear's BluePlanner software is a best-in-class platform for Revenue Management, covering Sales Planning, Trade Promotion Management (TPM), Analytics, and Optimization (TPO). UpClear serves clients in 20 countries across America, Europe, and Asia-Pacific from its primary offices in New York, London, Paris, and Hong Kong, and branch in Sydney. BluePlanner has been recognized by the Consumer Goods Technology publication as one of the leading solutions for Trade Promotion Management. UpClear is growing fast and has been recognized for the fifth year in a row as one of the 5000 fastest growing private companies by Inc.

JOB DESCRIPTION

We're looking for a dynamic individual to help solidify a foundation for UpClear as it scales, and as its team grows. As *People Operations Manager*, you will focus heavily on talent acquisition and recruiting. You will have the responsibility to help create and deliver a seamless and positive employee experience across all dimensions. As you help grow the team, you will lead and promote a high performing, innovative, and supportive culture that aligns with UpClear's history as a dynamic and agile team.

RESPONSIBILITIES

Focus on in-house recruitment activities

- Centralize and manage talent recruitment across all departments
- Help build a strong pipeline of talent
- Build strong relationships with management and work with leadership team to manage recruitment needs

Other HR responsibilities (optional depending on workload)

- Develop and manage new employee onboarding experience across organization
- Oversee and enhance the annual review process
- Assist with developing programs for employee growth, including but not limited to management trainings and employee developmental courses
- Manage benefits and compensation programs
- Handle employee relations including policies and procedures and promote a high level of employee morale and motivation
- Seek opportunities to leverage technology and/or automation to optimize processes
- Strategize people/team needs with CEO and management team
- Support employees with various needs/concerns

QUALIFICATIONS & EXPERIENCE

- 3+ years' experience in an HR function
- Tech/start-up industry experience is a plus
- Ability to think strategically
- Strong knowledge of HR (employment, benefits, and immigration) laws
- Ability to influence and lead
- Self-starter with strong project management skills and committed follow-through
- Excellent interpersonal skills to build a trustworthy and healthy company culture
- Friendly and outgoing!
- Bachelor's degree preferred

BENEFITS

UpClear employees have access to a range of competitive benefits, including PTO, 401(k), and medical and dental insurance.

If you wish to apply, please send a resume to recruitment@upclear.com, with "p201901.US.POM" in the subject.

Cover letter recommended but not required.



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