

# Compensation and Benefits Analyst, Malaysia

- Based in Shah Alam, Malaysia

- Annual Salary Package: Negotiable

ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.

Our client, a reputable public listed company, is seeking a Compensation and Benefit Analyst to be based in its headquarters in Shan Alam, Selangor.

## Reporting to the Compensation and Benefit Manager - Malaysia, your primary role includes:

- Provide analytical and professional support in the management and development of C&B strategies, programmes and initiatives and policies across the company's operations in Malaysia.
- Assist in the development and formulation of country and executive compensation packages.
- Support and assist the C&B Manager, Malaysia in all C&B management activities.
- Analyse internal and external compensation, benefit and HR management data to support policy design and formulation; ensuring that HR strategies and policies meet with business strategies and objectives.
- Assist in gathering, analysing and providing accurate and up-to-date data for the development and recommendations of executive compensation policies and packages to attract and retain qualified executives.
- Coordinate and administer the implementation of country wide compensation programmes and initiatives.
- Act as the subject matter expert to help and train country users on the use of C&B tools, on the application of C&B methodologies and on the use of C&B administrating systems.
- Assist in leading, coordinating and managing HR outsourcing providers and external vendors to ensure smooth running of HR processes and regular enhancement of processes for continuous efficiency and effectiveness.
- Conduct job evaluation exercises as and when required, and review and document job evaluation database to ensure internal and external equity of job evaluation results.
- Develop, administer and implement annual salary and benefit administration programmes for the country.
- Liaise and manage external vendors to provide market benchmarking of C&B surveys, including participating in external C&B Surveys and analyse and report survey results.

## KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL

- Good analytical skills and working knowledge of C&B Programmes and Policies development.
- Detail and result oriented with good analytical and numerical skills.
- Good communication and interpersonal skills.
- General understanding of business operations and C&B strategies.
- Ability to prioritise work plans to meet conflicting deadlines and priorities.
- Experience in dealing with external consultants and providers.
- Knowledge of accounting and financial analysis.
- Knowledge and real-life experience in using tools and methodologies developed by reputable compensation consulting companies is an advantage.
- Computer literate and knowledge of HRIS, a plus.
- Good command of written and spoken English and Bahasa Malaysia.

## WORK EXPERIENCE AND QUALIFICATION

- University graduate in human resources or business management.
- Minimum of 5 years' experience in the HR field within multi-national companies, preferably at least 3 years in the C&B area.
- Experience working with reputable consulting firms is a definite asset.

The Hiring Company would like to have someone on board as soon as possible. Interested candidates, please send in your application immediately.

To apply, please email your resume to ERLMS Limited on [executivesearch@erlms.com](mailto:executivesearch@erlms.com). Please also indicate your current and expected salary packages in the resume.

**ERLMS Limited**  
Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.