

Compensation and Benefits Manager – Shenzhen, China

- Based in Shenzhen, China

- Salary Package: Base Salary (negotiable) + Bonus + Benefits

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 leading multinational retailer with more than 7,000 stores globally, is seeking a Compensation and Benefits Manager to support the reward and performance, and the HRIS management function within the Human Resource Department of its overseas home office/headquarters in Shenzhen.

The Compensation and Benefits Manager's role is to assist the Senior Compensation and Benefits Manager in developing and maintaining all Compensation and Benefits policies, programmes and activities to ensure effective advice and solutions are provided to the Global Procurement Organisation of the company and to support the corporate headquarters on all global initiatives.

Reporting to the Senior Compensation and Benefits Manager and with support from the C&B team members, your primary role and responsibilities includes:

- Manage the China and overseas Compensation and Benefits team.
- Design Compensation and Benefits policies, planning and developing C&B programmes, devise manpower planning and fringe benefit budgeting and setting and executing strategic C&B initiatives.
- Monitor and develop compensation and benefits programmes, salary and incentive structures, conduct Total Remuneration Review for over 1000 staff working across offices in China, Hong Kong, India, Korea, Bangladesh and Indonesia.
- Provide C&B services by way of consultation and partnership to Recruitment and Administration Managers across offices in the region to help review and develop benefits programmes.
- Advise management on manpower forecasting and budget control.
- Provide full range of payroll services to associates in Hong Kong, PRC as well as executives in the region; including providing consultation and solutions to payroll administration issues and reviewing payroll management processes in other offices.
- Manage general employment and compensation functions including placements and reductions of work force.
- Participate strategically in salary and benefit surveys, interpret results, recommend and execute programmes and changes as needed and when approved.
- Manage and oversee the administration of both health and retirement benefit programmes.
- Keep aware of any relevant changes of China and Regional Employment Contractual Conditions and Labour Laws and be a resource and subject matter expert in these areas, ensuring company policies are in compliance with country legislative regulations and corporate policies for C&B payments.
- Keep track of Compensation and Benefits programmes and policies to ensure that they are competitive and in line with the company's philosophy for employee remuneration and business strategies and that the implementation costs are within the set budget.
- Lead and guide C&B team in conduct or participating in Compensation and Benefits surveys, in gathering and analysing data and in interpreting survey findings for market comparison and policies review.
- Lead and guide C&B team in overseeing and maintaining the overall efficiency of the Third Country National (TCN)'s Compensation and Benefits operational function.
- Lead, supervise, manage, motivate and develop C&B team members.

Key Skill And Attribute Requirements From The Individual

- Solid experience in China employment regulations; highly preferred.
- Regional C&B experience and market practices; a definite advantage.
- Solid experience in job analysis and job evaluation utilising Hay, Mercer or similar methodologies.
- Solid understanding of the complexities of compensation and benefits policies on a regional and global basis.
- A well organised individual who can work under pressure with good business sense and judgment.
- An organised team player with strong analytical and organisational management skills.
- Ability to drive change and introduce new ideas.
- Action oriented with excellent interpersonal skills and at ease at dealing with all levels of staff and managers.
- Strong presentation and persuasive skills that can influence senior management.
- Excellent command of spoken and written English and Mandarin.
- Proficient in PC applications, MS Word, Excel, PowerPoint & Access.

Work Experience And Qualification

- University graduate.
- Minimum of 8 years of working experience in the HR function; of which 5 years must be in the compensation and benefits area within a multinational company environment or a professional consulting firm.

Local Mainland Chinese and Asian Candidates with Regional and China compensation and benefits experience are most encouraged to apply.

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 detailed resume to [ERLMS Limited on executivesearch@erlms.com](mailto:executivesearch@erlms.com). Please also indicate

in the resume your current and expected salary packages, a must please.

ERLMS Limited

Management Consulting & Services

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