

Compensation and Benefits Specialist, Asia

- **Regional Role**
- **Based in Manila, Philippines**

- **Competitive Annual Cash Compensation (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, one of the world's leading technology companies, is seeking a Compensation and Benefits Specialist to be part of the Asia Compensation and Benefits Team, based in Manila.

Reporting to the Compensation and Benefits Director - Asia, your primary responsibilities include:

- Provide analytical and professional support in the management and development of compensation and benefits programmes and human resource policies across the company's operations in the Asia region, excluding China and India
- Assist in the development and formulation of country and executive compensation packages
- Administer global compensation and benefits programmes in the region
- Support the Asia Compensation and Benefits Management Function and the Compensation and Benefits Director, Asia in all compensation and benefits management activities across countries in the Asia region

Main Responsibilities:

- Liaise and manage external vendors to provide market benchmarking of compensation and benefits policies and programmes
- Analyse internal and external compensation, benefits 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 country and executive compensation policies and packages to attract and retain qualified executives
- Coordinate and administer the implementation of global and regional compensation programmes and initiatives
- 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
- Participate in external Compensation and Benefits Surveys and analyse and report survey results
- Work with the Asian Countries to roll out the annual salary planning exercise
- Provide support in special projects and countries with specific needs (i.e. process improvement, benefits review)

Key Skill and Attribute Requirements from the individual:

- Detail and result oriented with good analytical and numerical skills
- Good communication and interpersonal skills
- General understanding of business operations and strategies
- Ability to prioritise work plans to meet conflicting deadlines and priorities
- Experience in rolling out and implementing HRIS infrastructures preferred
- Experience in dealing with senior management, external consultants and providers
- Good command of written and spoken English; additional Asian languages a plus
- Computer literate

Work Experience and Qualification:

- University graduate in human resources or business management
- Minimum of 4 years' experience in the HR field with multi-national companies, preferably in the Compensation and Benefits area
- Experience working with reputable consulting firms is a definite asset

Compensation and Benefits Analysts/Specialists with Asia experience are 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 with a covering letter explaining your suitability for the position to ERLMS Limited on executivesearch@erlms.com. Please also indicate in the resume your current and expected salary packages.

ERLMS Limited
Management Consulting & Services

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