

Regional Compensation and Benefits Analyst – 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 Regional Compensation and Benefits Analyst 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 Regional Compensation and Benefits Analyst'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 support are provided to the Global Procurement Organisation of the company and the corporate headquarters on all global initiatives.

Reporting to the Senior Compensation and Benefits Manager, your primary role includes:

- 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.
- Provide administrative support to the Compensation and Benefits team such as leave management, overtime payment calculation, data maintenance, social insurance benefits administration.
- Provide analysis support to project team members in conducting ad hoc projects and be involved in Compensation and Benefits related projects across all offices, including support in job evaluation, job banding, salary structuring and salary review exercises.
- Conduct or participate in Compensation and Benefits surveys, gather and analyse data and interpret survey findings for market comparison and policy review.
- Oversee and maintain the overall efficiency of the Third Country National (TCN)'s Compensation and Benefits operational function.

Main Responsibilities

- Assist the Senior Compensation and Benefits Manager in monitoring and developing Compensation and Benefits programmes and in overseeing the management of HR and payroll processes and systems.
- Play a key role in job analysis and evaluation exercises, employee total remuneration review, salary structuring and salary grading development and maintenance.
- Conduct or participate in surveys for all business locations, analyse and interpret results and findings and assist the Senior Compensation and Benefits Manager to develop and recommend changes to policies and programmes for management approval and to execute, communicate and implement changes.
- Assist the Senior Compensation and Benefits Manager in conducting annual merit increase review, including the development of merit increase grid and consolidation of reports from offices.
- Work closely with the Finance Department and Line Operation Managers during the annual budgeting process, and assist the Senior Compensation and Benefits Manager in defining budget assumptions and in coordinating with HR teams in other offices to complete manpower planning and budgeting process.
- Check and monitor human resource management cost and forecasts prepared by the Senior Officer.
- Prepare salary and benefits comparison and salary proposals for senior positions.
- Work with various parties including the Global Mobility Team at corporate office on expatriate relocation matters and the Finance Department on expatriate expenses for tax reporting purposes.
- Communicate and provide solutions to country HR teams on all matters relating to Compensation and Benefits policies and implementation.
- Supervise and train direct reports to provide quality HR services to all offices.
- Provide inputs and feedbacks about the HRMS and contribute to the design, development and implementation phases.
- Perform any other HR management duties as assigned by the Senior Compensation and Benefits Manager.

Key Skill And Attribute Requirements From The Individual

- Practical experiences in handling Compensation and Benefits activities such as Job Evaluation, Salary Structure, Salary Review and Development of Bonus Programmes, etc.
- An organised team player with strong analytical and presentation skills.
- Result oriented with excellent interpersonal skills, be able to get along with colleagues.
- Excellent command of written and spoken English and Mandarin.
- Proficient in PC applications, MS Word, Excel, PowerPoint & Access.

Work Experience And Qualification

- University graduate.
- 5 years of working experience in the HR function, of which 3 years must be in the Compensation & 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. 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.