

Our company is hiring for a total rewards analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for total rewards analyst

- Initiate the development and delivery of total rewards policies, programs, and processes for all levels of the organization to drive organizational objectives and ensure labor market competitiveness, while maintaining cost efficiency
- Implement and administer a regular leveling and compensation review process, including cash, short-term and long-term incentives
- Support the strategy, design, and delivery of communications for all total rewards programs
- Be an industry subject matter expert and professional practitioner on compensation and benefit developments & trends, to ensure that solutions are progressive, compliant, and add value to the employee life cycle
- Maintains specific knowledge of the Company's health and welfare benefit plans and the processes necessary to administer the plans, and develops deep subject matter expertise for the benefit plans for which he/she is responsible
- Assists with communication materials, such as presentations and information packages, to keep employees updated on plan changes and amendments
- Completes special projects and studies as assigned which may include the redesign of existing benefit and compensation plans and programs, the development of new programs, and the completion of ad-hoc analysis that outlines observations and recommendations
- Assists with processing inbound/outbound carrier files, ensuring files are properly and timely loaded into Company's and various vendor's systems
- Assistant project manager in the planning and execution of the annual open enrollment process

Qualifications for total rewards analyst

- Experience capturing employee feedback, both qualitative information and quantitative data
- 5 to 7 years of compensation, benefit or HR experience
- Demonstrated ability to partner with stakeholders to understand the business needs and develop suitable compensation / benefit programs
- Ability to work independently, have a sense of accountability work cooperatively in a close team environment
- Bachelor's Degree with a professional HR, Business, Tax, or Accounting qualification, or Diploma with equivalent working experience
- Previous experience and subject matter expertise in Global Mobility policies and programs