

Job Title: Compensation and Benefits Specialist

Job Description:

We are seeking a detail-oriented and experienced Compensation and Benefits Specialist to join our Human Resources team. As a Compensation and Benefits Specialist, you will play a crucial role in designing, implementing, and administering our organization's compensation and benefits programs. You will analyze market data, evaluate job roles, and ensure that our compensation and benefits offerings are competitive, equitable, and aligned with industry standards. Your expertise in compensation and benefits will contribute to attracting and retaining top talent while ensuring employee satisfaction and compliance with applicable laws and regulations.

Responsibilities:

- Develop, implement, and administer compensation and benefits programs, policies, and procedures in alignment with organizational goals and industry best practices.
- Conduct market research and analysis to assess the competitiveness of our compensation and benefits offerings, ensuring they attract and retain top talent.
- Evaluate job roles and create salary structures, pay grades, and salary bands to ensure internal equity and consistency.
- Participate in compensation surveys and analyze survey data to benchmark our compensation practices against industry standards.
- Collaborate with HR team members and hiring managers to determine appropriate salary ranges for new hires, promotions, and adjustments.
- Manage the annual performance appraisal process and ensure it aligns with our compensation philosophy and merit-based pay principles.
- Administer employee benefits programs, including health insurance, retirement plans, flexible spending accounts, and wellness initiatives.
- Communicate and educate employees about our compensation and benefits programs, policies, and changes.
- Address employee inquiries and provide guidance on compensation and benefits-related matters.
- Ensure compliance with applicable laws, regulations, and reporting requirements related to compensation and benefits, such as FLSA, ERISA, and ACA.
- Monitor industry trends and regulatory changes to proactively recommend improvements to our compensation and benefits programs.
- Collaborate with external vendors, such as benefits brokers and compensation consultants, to optimize program offerings and negotiate favorable contracts.
- Prepare and analyze compensation and benefits reports, metrics, and data to support decision-making and provide insights to management.

- Participate in salary surveys and other benchmarking activities to gather market intelligence and inform compensation strategies.
- Assist in the development and implementation of employee recognition and rewards programs.
- Ensure the confidentiality, integrity, and security of compensation and benefits-related information.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field. Certification in compensation or benefits is a plus.
- Proven experience as a Compensation and Benefits Specialist or similar role, with a focus on designing and administering compensation and benefits programs.
- In-depth knowledge of compensation and benefits principles, practices, and regulations.
- Strong analytical skills, with the ability to analyze market data, conduct salary surveys, and interpret compensation metrics.
- Familiarity with job evaluation methods, salary structures, and pay equity principles.
- Understanding of employee benefits programs, including health insurance, retirement plans, and wellness initiatives.
- Excellent attention to detail, accuracy, and problem-solving skills.
- Strong interpersonal and communication skills, with the ability to communicate complex compensation and benefits information to employees and stakeholders.
- Proficiency in HRIS systems and advanced proficiency in Microsoft Excel for data analysis and reporting.
- Ability to handle confidential and sensitive information with discretion and maintain a high level of professionalism.
- Knowledge of relevant employment laws and regulations related to compensation and benefits, such as FLSA, ERISA, and ACA.
- Ability to work independently, prioritize tasks, and manage multiple deadlines.

If you are a skilled and analytical compensation and benefits professional looking to contribute to the design and administration of comprehensive compensation and benefits programs, we invite you to submit your application. Join our team as a Compensation and Benefits Specialist and help us attract, motivate, and retain our talented workforce while ensuring competitive and compliant compensation and benefits practices.