

Compensation Analyst

As a key member of the Human Resources team, the Compensation and Payroll Analyst will support the analysis, implementation, communication and administration of the Total Rewards program that align with the business strategy, goals and objectives. This role will provide support with employee compensation and benefits programs, processes, policies and other related initiatives that enhance the organization’s ability to attract, retain and motivate our workforce. This role reports to the Team Lead of Total Rewards.

**Key Responsibilities**

* Support the day-to-day execution and analysis of the total rewards programs. This includes preparing compensation analysis and recommendations for the business stakeholders and administration of the employee group benefit programs
* Assist and collaborate in the planning, coordination, facilitation, administration, and reporting of the annual salary review program
* Involvement with the administration for the annual bonus program process
* Assisting the Total Rewards Team with the coordination of the client’s annual Long-Term Incentive (LTI) program
* Assisting with the administration of the client’s LTI grants, vests, and election windows through Shareworks
* Populating the Mercer (MTCS) Survey and other compensation surveys as required
* Facilitate total rewards origination and education sessions as required
* Assist with managing absence and benefits data within the HRIS system. This includes data entry of approval of benefits changes (new hire elections, life event changes, leaves and dependent updates)
* Making recommendations for compensation determinations for new hires, promotions, temporary assignments, and contractor rates
* Responsible for assisting with payroll activities for each semi-monthly pay run, completing peer reviews and audit reports as required
* Completing full Payroll responsibilities when the Payroll Specialist is absent
* Assisting the Payroll Specialist at year end with carrying out the T4 process
* Review existing programs and practices to identify opportunities to present to management for improvement or change
* Provide direction and assistance to employees regarding compensation, payroll and benefits policies
* Supporting the Total Reward team as required

**Skills & Qualifications:**

* Bachelor’s degree in Human Resources, Finance, Business Administration or related field
* Minimum of 5 years of progressive HR experience with at least 3 years of demonstrated experience within the Compensation discipline
* Benefits experience is considered an asset
* Payroll experience is considered an asset
* Experience with Shareworks and Workday are considered an asset
* Ability to gather and analyze statistical data and generate reports
* Exceptional organizational skills with strong attention to detail, ability to follow up on information, and problem resolution skills
* Advanced Excel skills and strong knowledge of Word and PowerPoint

Interested? Email – debbie@debbiemastel.com