



## **COMPENSATION & BENEFITS EXECUTIVE/SENIOR (GLOBAL MNC)**

### **Responsibilities:**

- Support the development and implementation of the Total Pay Strategy for the region
- **Support the development of the HQ Compensation and benefit programs** to achieve external competitiveness for **both local and expatriate employees.**
- Support the **implementation of regional wide projects.**
- **Assists the Regional Compensation & Benefits Manager to:**
  - Organise **Salary survey activities for the regions**, participate and analyse the results of the surveys to develop specific recommendations to support pay decisions and create competitive salary structures
  - Administer all **AP HQ compensation programs** such as **Annual Review, Promotion, Variable Bonus, etc**
  - **Analyzing market trends** completing statistical studies, and developing recommendations and action plans designed to attract, retain, and reward employees
  - Assist in **developing compensation plan, incentive pay design and benefits policies**
  - **Work closely with insurance broker** to review HQ employee Insurance program and costs
  - Build positive relationships, provides counsel and direction to business partners, management and communicates Compensation philosophy
  - Integrate Compensation system to develop a total compensation statement for employees
  - **Job Evaluation** – Study, analyze jobs and prepares job descriptions to reflect major job responsibilities, activities, duties and requirements. Evaluate positions, make recommendations on job titles, grade levels, and internal/external market alignment and work with compliance to determine job classification
  - **Analyze current pay practices and recommend salary changes** to ensure equity; Assist with preparation of cost analysis associated with pay adjustments or pay program initiatives
  - Improve the compensation and benefits work processes



**Requirements:**

- **Diploma/Degree in Business/HR** or any studies equivalent with
- **4 to 7 years** of work experiences
- Familiar with **Mercer Hi-Tech and HRBS market data** would be advantageous
- Proficient with MS Office Applications
- Analytical with good interpersonal and communications skills

**Salary:** \$4,500 Per Month

**Interested candidates are invited to submit your latest updated resume stating your availability of employment, current, achievements and expected salary to Adrian Collin Png at: [adrian@collincrawford.com](mailto:adrian@collincrawford.com)**