

THE ORGANIZATION

Our client is a publicly traded company listed on the TSX with over 900 employees and headquartered in Calgary, Alberta.

THE OPPORTUNITY

Reporting through the Human Resources Department the Total Compensation and Benefits Advisor is responsible for:

- Compensation and benefits analysis support.
- Strategic total rewards program development.
- Analytical and administrative management for the organization's bonus and incentive programs.
- Training materials and conducting employee education sessions.
- External salary surveys by matching internal jobs to survey benchmarks and providing corresponding compensation information.
- Ad-hoc salary surveys to gather comparable data for internal jobs.
- Administering the annual compensation review process.
- Specialized support and consulting services to employees and managers on issues related to benefits.
- Collaborating with other HR team members on cross-functional projects to improve the efficiency of current and/or new processes and procedures.

- Managing enrollment and overall administration of the employee stock ownership program.
- Gathering statistical data regarding contribution levels and enrollment numbers for internal and external reporting.
- Providing employees with up-to-date information regarding plan procedures.

THE PERSON

- Degree in Human Resources or Business Administration or related field.
- CCP designation is an asset.
- Minimum 3-5 years of experience in compensation administration, analysis and design.
- Strong familiarity with a variety of compensation processes and programs.
- Familiarity with benefit program design and administration.

COMPENSATION

This is a full time permanent position with a competitive base salary and excellent benefits. Further details will be discussed in a personal interview.

PLEASE CONTACT:

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