



## Island Employment Partners Ltd.

- Human Resources
- Secondments
- Recruitment
- Immigration
- Payroll
- Advisory

**For more information,  
or to confidentially  
apply, please contact:**

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**Closing date:**  
**October 15 2021**

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**HM11 - Bermuda**

**[www.iep.bm](http://www.iep.bm)**

## Compensation & Benefits Manager

Our client is seeking an experienced professional to join their team in overseeing the administration of the compensation and benefits programs for the Americas and Global Core Region of their group of companies. This role will also assist with shaping employee reward policies and guide every aspect of the compensation and benefits program.

### Core Responsibilities:

- Working closely with the team to ensure timely and accurate compensation and benefits modeling and analysis.
- Assisting with the departmental budget submission for the Americas & Global Core Region.
- Managing client relationship for outsourced compensation and benefits providers including overseeing the administration process and costs for these programs.
- Monitoring effectiveness of existing compensation practices, guidelines, policies and procedures recommending plan revisions, as well as, new plans that are cost effective and consistent with compensation trends and strategic objectives, which include coordinating implementation and providing guidance and wise counsel.
- Managing all Benefit programs, including a self-insured health plan, defined benefit plan, long term and short-term disability plans.
- Managing the full cycle process of the retiree health plans and associated reconciliations.
- Gathering data and performing statistical analysis and interpretation of information to develop and recommend salary grades in accordance with company direction.
- Administering executive compensation and equity programs; including compliance with plan documents and tax requirements, as well as, assisting in preparation of 401K reporting.
- Gathering, providing and reporting on key compensation metrics to Senior Management and any other stakeholders when required.
- Occasionally coordinating and providing back up support to process payroll and prepare benefit reports including enrollment, audit, census, payroll tax and ad hoc reports as needed.
- Maintaining payroll related GL account schedules and posting of transactions.

### Qualifications & Experience Required:

- Qualified Accountant with at least five to eight years progressive experience in Compensation, Payroll or benefits administration.
- Three to five years' experience in a supervisory or management position.
- Strong proficiency of Microsoft Suite (Word, Excel, PowerPoint) and Pivot tables. Knowledge of Great Plains and a HRIMS system would be preferred.
- Experience with pension, employment legislation, compensation and tax policies within Canada would be an asset.
- Strong presentation skills and proven experience with cross jurisdiction compensation reporting for budget matters.
- Previous experience analyzing large amounts of data and providing recommendations for automated process improvements and workflows.
- Strong knowledge of payroll procedures (i.e. taxes, pensions, company benefits)
- Ability to develop and maintain good working relationships both internally and externally.