



Benco Dental Company Job Description

Date created/revised: May 17, 2021

Job Title: Compensation Analyst/Senior Compensation Analyst

Exemption Status: Exempt

Job Grade: S7/S9

Work Location: Remote

Reporting Structure:

Directly reports to: Director, Total Rewards and HRIS

Indirectly reports to: Vice President, Culture and People

Supervises: NA

Job Summary:

The Compensation Analyst/Senior Compensation Analyst acts as an internal consultant to the Culture & People department and cross-functional business leaders. The role provides overall support in the development of compensation plans and programs. Plays a key role in benchmarking positions, including job description creation, job evaluation, survey participation/management, data analysis, and salary structure creation/administration. The Analyst will also support the Director in other compensation projects including the annual merit process, incentive planning, market adjustment initiatives, process improvement initiatives, and HRIS updates.

Required Skills and Qualifications:

- Bachelor's Degree in Business, Finance, Human Resources or related field required.
- A minimum of three years related experience, senior level is five plus years, including compensation incentive analysis experience, administration and design experience.
- CCP/SHRM-CP/SHRM-SCP preferred.
- High level of proficiency in Microsoft Excel

- HRIS skill required. Infor/Lawson experience a plus.
- Proven ability to be analytical and handle data effectively
- Excellent interpersonal and organization skills
- Excellent oral and written communication skills
- Must be able to negotiate well
- Strong project management skills and must be able to handle multiple projects simultaneously

Duties and Responsibilities:

Analysis, Research, and Reporting

- Participate in annual salary surveys, and conduct analysis to evaluate internal equity, external competitiveness, and legal compliance in order to attract, motivate and retain key talent.
- Analyze internal and external compensation data to create comparative reports for internal stakeholders to provide insight into pay practices and give recommendations on compensation decisions.
- Conduct impact analyses to determine organizational and cost outcomes of proposed compensation initiatives.
- Research best practices in benefits, compensation, job evaluation, organization design, etc.

Project Management and Administration

- Partner with the Talent Team and Managers in creating/updating job descriptions.
- Conduct job evaluations, administer, and govern salary structure/pay grade levels, and respond to compensation-related inquiries.
- Partner in the planning and execution of the annual compensation processes including merit planning, annual bonus, profit sharing process, and position benchmarking.
- Assist with the Configuration of the compensation plans and processes in Infor GHR.
- Conduct training and education on compensation and benefits programs, as needed

Policy and Procedure Development

- Partner in developing and implementing compensation and benefits policies, plans, and procedures to align with business growth objectives and associate retention strategies
- Provide cost-effective innovative solutions to compensation programs, including designing short and long-term incentive plans

- Embrace the idea of continuous improvement and make recommendations for how we can streamline processes, and further progress our total rewards programs
- Develop and maintain an understanding of Benco operations to ensure total rewards programs meet business needs

General

- Serve subject matter expert for handling a variety of cross-functional Culture & People projects including compensation, total rewards, reporting/metrics and compliance.
- Responsible for creating and maintaining all Standard Operation Procedures for the Compensation function.

Please apply at on careers.benco.com