

https://intscanada.com/job/total-rewards-analyst-benefits/

??????? - ???-Total Rewards Analyst - Benefits

Description

If you are a talented and experienced HR Professional, Aplin has the right opportunity for you! Our client in the food manufacturing industry is looking to grow their Total Rewards team in Mississauga.

The Total Rewards Analyst - Benefits will be responsible for supporting the Manager, Total Rewards with benefits analysis and insights, administration and process improvement initiatives, and providing backup and support for Compensation and Reward processes. This role will help to administer and/or implement employee benefit and pension programs aligned with Company goals and our total rewards philosophy. The Total Rewards Analyst - Benefits will partner closely with both internal and external clients to provide day-to-day administration of both Canadian and US benefits and pension programs in both union and non-union environments.

Benefits & Perks:

- Compensation: 70-80k base salary
- Hybrid work arrangement (2 days in the office)
- · Full-time, permanent opportunity

Responsibilities:

- Accountable for day-to-day benefits administration support for benefits in both Canada and the US – including invoicing for self-administered plans, vendor payments, employee inquiries, and follow-up
- Day-to-day administration of the Defined Benefit Pension plan (Canada) for the unionized group, including processing enrollments, terminations, and pension payment requests
- Assist with the onboarding process in conjunction with HR teams to provide explanations of benefit programs and assist with enrollments as needed
- Partner with the HR team in the implementation, communication, and training of new benefit programs, including training during the annual open enrollment period
- Execution of Canadian/US annual open enrollment and ongoing wellness events/initiatives, traveling to our office sites to do so
- Create compliance reporting/validations to support internal audit requirements
- Work directly with HRIS Manager and payroll to implement benefits-related enhancements, troubleshoot errors, increase functionality
- Accurately maintains employee records, including contributions and deductions related to benefits and/or pensions.
- Participate in benchmark benefit surveys and conduct data analysis to support recommendations, changes, etc.
- Develop Standard Operating Procedures with an eye to supporting ongoing process improvements
- Run Employee Recognition programs, including service awards, annual award programs, recognition platform (Achievers), and recognition strategy

Date posted 2023?6?19?

implementation

 Act as the main backup support to the Total Rewards Analyst-Compensation in processes such as salary review, incentive payment, surveys, and employee wellness program

Qualifications:

- Bachelor's Degree with experience in Human Resources and/or business-related field preferred
- 2-3 years' experience within human resources former experience within a benefits-related role is preferred
- 1-2 years experience with various HRIS and/or web-based systems. Experience with UKG (UltiPro) Systems is considered an asset
- Demonstrated strong analytical and problem-solving skills, attention to detail, with the ability to simplify complex concepts for communication and make recommendations based on the interpretation of analysis
- · Strong working knowledge of Microsoft Office, with advanced skills in Excel
- Demonstrated experience/maturity to handle confidential and sensitive information
- · Basic Accounting skills are an asset, but not required
- Knowledge of, or experience with US-based benefits is an asset but not required