



Job title	Compensation & Benefits Division Manager
Reports to	Human Resource Department Manager

Responsibilities

- Ensure and develop Compensation and Benefits package to attract, motivate and retain high performer aligns with business direction and strategy.
- Ensure that Salary Structure and C&B policies are fully briefed, counseled, trained and developed to meet group objective
- Work with Line Manager to design and ensure the update of Organization Structure, Job Description, Job Evaluation
- Conduct communication plans upon new policy is launched
- Report to Organization Effectiveness Department Manager

Requirements

- Master's Degree in Political Science, Business Administration, or relate field
- 5-8 years of experience in Compensation & Benefits Strategy, Organizational Design and
- HR knowledge
- Strong analytical skills and communication & presentation skills
- Advanced MS-Excel knowledge and other HR tools / systems
- Proficiency in English both written & spoken and computer literate

Approved by:	JB Hired (on behalf of CEO)
---------------------	-----------------------------