Total Compensation Assistant

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Office, Clerical and Technical
Position covered by the Memorandum of Agreement with the University of Guelph Exempt Group

Total Compensation Assistant

Human Resources
Hiring #: 2016-0276

Please read the Application Instructions [2] before applying

Reporting to the Director, Human Resources (Total Compensation), the Total Compensation Assistant provides overall administrative support to the Director and members the Total Compensation team. This role is accountable for information management and administrative work-flow within Total Compensation, contributing to efficiencies and effectiveness of the team in support of the unit’s performance objectives. As a key contact for employees and managers with benefit, pension and job evaluation inquiries and concerns, the incumbent requires positive, professional judgement and tact to ensure issues are identified for timely response or resolution and escalated as required.

Specific responsibilities include: ensuring various databases are developed/maintained, records are consistent and inquiries are resolved in a timely manner; coordinating activities relating to job evaluation committees including scheduling of meetings and distribution of related documents; researching background information and supporting the preparation of correspondence including drafting where required; maintaining the Total Compensation sections of the Human Resources website; effective and timely problem-solving of escalated pension and benefit inquiries.

Requirements of the position include:

- 2 year community college diploma in office administration. Progress towards attainment of a professional designation in compensation, pension and/or benefit administration (eg. CEBS, PPAC, CEB or equivalent) will be considered an asset.
- Training in Human Resources plus 2 years related work experience;
- Incumbent requires previous experience with compensation/job evaluation administration and practices as well as pension and benefit administration.
- Demonstrated expertise in Microsoft Office (Word, Visio, Excel, PowerPoint);
- Excellent communication skills and demonstrated ability to understand and communicate information from collective agreements, benefit and pension booklets and other technical documents.
- Demonstrated ability to manage information and work flow effectively and efficiently and the interest in constantly seeking out potential efficiencies in processes;
- Proven ability to carry out duties and responsibilities with diplomacy, tact and discretion and a constant focus on maintaining a high degree of confidentiality;
- Highly developed and effective listening, written and oral communication skills;
- Self motivated, strong and effective organizational and time management skills with follow through, including the ability to manage multiple priorities.
- Interpersonal and relationship building skills;
- Demonstrated positive participant in an integrative team environment
- Ability to work collaboratively, communicate effectively and demonstrate sensitivity to others (self-awareness);
- Openness to learning; innovative thinker and resourcefulness in problem-solving;
- High degree of flexibility and mature adaptability

Position Number  060-069
Classification       Exempt Group Salary Band 4
Salary Range       $22.17 Minimum (Level 1)
                   $24.78 Normal Hiring Limit (Level 3)
                   $29.99 Job Rate (Level 7)

Posting Date: 2016 07 07
Closing Date: 2016 07 14