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Office, Clerical and Technical

Position covered by the Memorandum of Agreement with the University of Guelph Exempt Group

Total Compensation Associate

Human Resources

Temporary full-time from January 2018 to March 2019

Temporary absence of the regular incumbent

Hiring #: 2017-0579

Please read the Application Instructions [1] before applying

Reporting to the Director, Human Resources (Total Compensation), the Total Compensation Associate provides overall administrative support to the Director and members the Total Compensation team. This role is accountable for information management and administrative workflow 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.

This position acts as a back-up to other Associate roles within the Human Resources department and as such, the first couple of months in this role will be dedicated to supporting the Talent Acquisition function. Responsibilities will include: the efficient and accurate facilitation, monitoring and tracking of request to hire packages for approval, the administration of the job posting and advertising processes and also, providing recruiting or hiring information to employees, department heads, unions/employee groups and other stakeholders as required. Finally, the Associate is also responsible for the administration of the Labor Market Impact Assessment (LMIA) - Exempt applications for staff positions.

Requirements of the position include:

- 2 year community college diploma in office administration.
- 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

Covering Position Number   060-069
Classification               Exempt Group Salary Band 4*
Normal Hiring Range  $22.17 – $24.78 per hour

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

Posting Date: 2017 11 15
Closing Date: 2017 11 27

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/total-compensation-associate

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply