Total Compensation Associate

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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 February 10, 2020 to October 30, 2021
Temporary absence of the regular incumbent

Hiring #: 2020-0050

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 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 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 committee 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 an timely problem-solving escalated pension and benefit inquiries

Requirements of the position include:

- Two (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 several years of related work experience;
- 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;
- 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;
- Tact diplomacy and professionalism
- High degree of flexibility and mature adaptability
At the University of Guelph, fostering a culture of inclusion [2] 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.

Posting Date: 2020 01 29
Closing Date: 2020 02 05

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