

CLIENT OVERVIEW

The client is a global event marketing company with over 90 years and employees in North America, Europe and the Middle East. It is proud to create some of the most incredible events in the world—traveling entertainment exhibitions, global user groups, sales conferences, holiday extravaganzas and exhibitions of all sizes. From initial strategy to show-stopping audio visual, accommodations to insightful measurement, and every detail in between—this organization is known for bringing brands to life!

POSITION SUMMARY

The Compensation and HR Systems Sr. Manager role will lead and manage the Human Resources information systems and participate in the design, administration and communication of compensation programs. This role will also provide support and provide direction to other Business Units to ensure accuracy in the maintenance and management of the different human resources information systems and ensure compensation programs are market competitive.

ESSENTIAL DUTIES

- Manages and oversees the administration of business processes associated with HR information system across the organization, supporting all business units.
- Manages all systems upgrades and tests, implements and evaluates modifications and/or additions to HR Information systems.
- Establishes security protocols and policies and procedures to ensure data integrity and accuracy.
- Develops reports and ad hoc queries as needed. Develops standard reports for ongoing internal/external customer needs.
- Manages the annual merit process and bonus administration process across the organization.
- Manages the global Reward & Recognition process and platform.
- Evaluates and market prices new and existing positions and provides salary and grade recommendations. Determines job classification including FLSA and EEO.
- Reviews, drafts and edits job descriptions in collaboration with the various HR leaders and business stakeholders.
- Participates in salary surveys and analyzes market data to ensure market competitive of compensation programs. Analyzes geographic variances in the cost of labor at different business unit locations.

- Provides support on a variety of projects including program design, analysis, and implementation of new programs.
- Partners with HR Team to educate managers on compensation and HRIS practices.
- Serves as a resource regarding pay practices and policies and provides policy and guideline interpretations.
- Serve as the HR data expert on projects focused on implementing new HR systems or enhancing existing systems.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree in business, human resources, finance, accounting or related field. MBA preferred
- 8+ plus years of experience in HRIS or Information Systems
- 8+ plus years of experience in Compensation including Executive Compensation
- Working knowledge of HRIS system – preferably Highline
- Knowledge of HR and Compensation principles and practices
- Excellent oral and written communications skills
- Solid project management skills and working knowledge of systems development methodology
- Strong analytical and problem-solving skills
- Excellent time management, interpersonal, organization, decision making, and planning skills.
- Computer skills (Microsoft Office products, high level of proficiency in Excel)

BENEFITS

The client regards team members as family, so they ensure help so team members can easily care for their families. A comprehensive benefits package is offered to all full-time employees. Some of the highlights include:

- Competitive salaries
- 401K with company match
- Healthcare/vision/dental insurance
- Wellness benefits
- Career development program
- Tuition reimbursement program
- Employee assistance program
- Vacation time
- Community involvement opportunities
- Team activities