

Compensation and Benefits Manager

Ready to take the next step in your career? Maybe you're looking for advancement opportunities, a better work-life balance, or just something new and exciting.

At Pekin Insurance, we strive to go *Beyond the expected*® in everything we do.

We are seeking an experienced team player to join our Human Resources department. The Compensation and Benefits Manager partners with the Vice President of Human Resources to provide leadership for benefits program design, vendor selection, benefit administration management and cost management. The position provides strategic support of employee relations, HRIS, organizational and talent development, and workforce planning/talent acquisition. The Compensation and Benefits Manager plans, develops, implements new and revised compensation programs, policies, and procedures to align with the company's goals and competitive practices

Relocation will be provided if necessary.

What You'll Do

- Manages the administration of the overall total rewards: benefits programs, including medical, dental, 401(k), life insurance, and voluntary products
- Administers the retirement plan, including processing any distributions, answering employee questions, and year end reports
- Oversees and manages the development, implementation and administration of all compensation programs, such as, annual salary planning, job analysis, and recommending changes for continuous improvement
- Oversees the participation in salary surveys and monitors salary survey data to ensure corporate compensation objectives are achieved
- Monitors the effectiveness of existing compensation practices and recommends changes that are cost-effective and consistent with compensation trends and corporate objectives
- Ensures that the company's pay structure complies with changing state and federal laws and regulations
- Responsible for the management, oversight & administration of merit and bonus planning
- Partners with management to help develop promotion and retention strategies for existing employees. Identifies trends and implements new practices to engage and motivate employees
- Provides advice to corporate staff on pay decisions, policy interpretations, and job evaluations.
- Assists in compensation projects, including development of new and redesign of existing rewards programs by providing insight and analytical skills to evaluate impacts and effects of changes to compensation programs
- Ensures Human Resources Information Systems (HRIS) has appropriate and accurate job titles, roles, grades, ranges, incentives, and other job specifications

- Oversees the HRIS Analyst in the design and implementation of new HR software initiatives, as well as upgrades and fixes to existing tools
- Oversees the payroll function including time management within the HRIS system
- Consults with the Vice President – Human Resources on compensation and benefits matters, including recommendations and assists in the preparation of board meeting materials
- Performs other duties as assigned

What You'll Need

Experience & Education

- Bachelor's Degree in Human Resources Management, Business, Finance or related field or equivalent experience
- 5+ year of supervisory experience preferred
- HRIS experience, preferably Ultimate Software
- Project Management experience strongly desired
- Certified Compensation Professional (CCP) or Certified Benefits Professional (CBP) preferred

Knowledge & Skills

- Knowledge of compensation design, analytics, and design frameworks
- Understanding and application of U.S. laws and regulations, including ERISA, HIPAA, PPACA, COBRA, FLSA and Wage and Hour Law
- Basic statistical and mathematical knowledge
- Advanced Excel skills required
- Excellent written, verbal, listening, and presentation skills
- Ability to adapt to changing and new priorities
- Must be detail oriented and have the ability to efficiently plan, organize, and complete work assignments within a specific timeframe and against tight deadlines
- Ability to take initiative and work independently or with teams
- Excellent interpersonal and organizational skills
- Must be able to ask appropriate questions that uncover underlying issues
- Ability to consistently meet daily, weekly and monthly deadlines
- Strong knowledge of HRMS software, as well as experience creating complex queries and reports
- Ability to demonstrate objectivity in decision-making and the ability to maintain confidentiality of all employee data and matters

What We Offer

We get it-- You're looking for a career with a company that invests in you. Our desire to enhance the employee experience through our *benefits, work perks, and team-oriented environment* made us one of **2019's "Best Places to Work in Illinois."**

Some of what we offer includes paid volunteer time, reimbursement for industry certifications, flex time, potential remote work opportunities, and [more](#).