

We are Hiring Manager – Compensation & Benefits

Job Responsibilities

- Develop compensation and rewards strategies that attract and retain talent and conduct ongoing research into emerging trends, issues and best practices
- Comparing and develop benefits and compensation plans based on market and sector specific benchmarking to ensure competitiveness and accordingly recommends changes that are cost-effective.
- Oversees the participation in salary surveys and monitors the survey data to ensure corporate compensation objectives are achieved.
- Preparing HR budgets, incentive, employee wellness, and performance management programs that fits and is aligned to our company's strategy and business goals
- Prepare salary sheet, collect acknowledgment and submit the requisition to Accounts & Finance
- Department for fund management as per payment method for all the business units.
- Maintain a workflow to ensure all payroll transactions are processed accurately and timely and perform any other task till final salary disbursement.
- Prepare and ensure on-time salary, letter, allowance, bonus, incentives, and other employee payment related issues.
- Identify, investigate and resolve payroll related discrepancies.
- Collaborate with Internal Finance team and share different HR & Payroll information as per the requirements.
- Evaluate and modify (if required) existing compensation and benefits programs, policies, and procedures
- Become one stop solution for the Compensation & Benefits
- Lead the team of compensation, documentation & benefits
- Troubleshoot monthly payroll error & continuously work for its' development
- Ensure smooth employee final settlement & offboarding
- Ensure maximum number of accuracies in calculating Gratuity, PF, Rewards & other benefits
- Conduct periodic audits and prepare reports

Employment Status: Full-time

Educational Requirements:

- Bachelors/Masters in HRM be preferable with a decent score in the CGPA
- Professional Accounting Certification is a plus

Additional Requirements

- 8 - 10 years of experience on C&B dept. from MNC, Logistics, Conglomerates, FMCG.
- Excellent team player & collaborative.
- Work with extreme pressure & meet the strict deadline.
- Advance level expertise in MS Office, G-suit.

Job Location: Dhaka

Salary: Negotiable

Please Send your updated CV along with cover letter mentioning “**Manager – C&B**” in subject line to career@paperfly.com.bd within **25th April 2022**.