

POSITION VACANCY

October 14, 2010

POSITION: Human Resources Analyst
BUSINESS UNIT: Human Resources
LOCATION: Home Office – North York
REPORTS TO: Leader, Compensation & Benefits

This position is responsible for managing the ongoing maintenance of existing activities within compensation, benefits and pensions for “Nestlé in Canada”. The incumbent will play a key role in Organizational Management, Salary & Bonus Administration and measurement of Global HR KPIs. Acts as key contact on all related HR policies and procedures for compensation, benefit and pension programs within area of expertise.

Major Responsibilities:

- Maintains and manages the day-to-day processes of compensation, salary administration, benefits, pension and short-term incentive programs for the Nestlé companies in Canada
- Ensures internal & external equity throughout Nestlé companies in Canada through the job analysis, job description and job evaluation programs
- Manages the Organizational Management requirements for Nestlé in Canada
- Manages Global HR KPI and HR Data Quality reporting for Nestlé in Canada
- Provides support to Nestlé in Canada businesses in areas of Rewards
- Participates in the development of corporate HR and Compensation & Benefits based projects to drive business excellence
- Participates in the development and implementation of standardization of key processes within the business to drive flawless execution within the HR group

Qualifications:

- A university degree or college diploma and/or professional Human Resource designation (CHRP or CPP), or equivalent combination of education and experience
- 3-5 years of progressive experience in a corporate HR role, preferably in the areas of compensation, benefits and pension law
- High level of technical proficiency is required. Advanced skills in data manipulation, including spreadsheets and databases including but not limited to MS Excel/Access and other databases
- Solid working knowledge of SAP and 3rd party compensation/ benefits/ pension administration software is an asset.
- Experience with job evaluation tools including HAY/MERCER would be an asset.
- Experience working in a customer service role an asset.

Suitably qualified candidates should first contact their Department Manager before submitting their résumé to the undersigned. The closing date for this posting is **October 25, 2010**.

REFERRALS WELCOME! (All external applicants must apply via our website at www.nestlejobs.ca)

Kellie MacBurnie
Human Resources

