

## 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 3<sup>rd</sup> 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](http://www.nestlejobs.ca))

**Kellie MacBurnie**  
Human Resources

