



POSITION: Compensation & Benefits Coordinator

REPORTS TO: Payroll & Staff Admin Manager

LOCATION: Bucharest

ABOUT LACTALIS GROUP

Lactalis Group is number 1 dairy group in the world, number 1 dairy and cheese group in Europe, number 1 milk collector in Europe and number 1 cheese producer in Euro. Its over 80 years of experience is backed up by a professionalism that is expressed in its vast range of products adapted to the expectations of consumers around the world. The group now employs 75,000 people and owns more than 230 industrial plants in 43 different countries. Headquartered in Laval, western France, the company reported sales of \$17 billion in 2015. Learn more at www.lactalis.fr.

ABOUT LACTALIS GROUP ROMANIA

In Romania, Lactalis Group is a leader of the Romanian Dairy Market. We are operating the business in Romania through 4 organizations: Albalact, Dorna Lactate, Parmalat Romania and Covalact, currently involved in an integration process at a country level. We have more than 2500 employees working all over the country for an impressive portfolio of well-known brands in 7 plants and a distribution warehousing structure developed across the country.

Currently, to sustain its profitable growth and innovative culture, **Lactalis Group Romania** is searching for a **Comp&Ben Coordinator**, covering all legal entities: Albalact, Raraul, Lactalis Logistic, Lactalis Romania, Dorna Lactate, Lactate Harghita, Covalact.

ABOUT THE ROLE:

The Compensation & Benefits Coordinator will: plan, design, develop, analyze, communicate and implement Comp&Ben strategies, programs and policies consistent with the company business and HR strategies across the businesses, functions, and/or geographic areas of the Lactalis Group Romania.

THE MAIN RESPONSIBILITIES WILL INCLUDE:

▪ **Comp&Ben Responsable**

- Responsible for C&B activities at country level, by aligning local programs with overall compensation and benefits strategy.
- Implement development projects related to Compensation & Benefits, HR Admin and Payroll processes.
- Review compensation policies to ensure continued alignment with legislation, internal equity and best practices.
- Analyze the budgetary impact of the various decisions for the implementation of the compensation and benefits plans and proposes, as appropriate, measures for their efficiency.
- Develop and implement the overall compensation policies, guidelines for employees & managers (salary structure settings, including other incentive programs).
- Manage job grading projects;
- Conduct periodic audits, prepare and present reports.
- Participates in salary studies surveys, analyzing the level of internal salary versus the market for each position in the company, providing meaningful insight into our remuneration.
- Analyzes and interpret internal, external and financial data to model changes to various reward elements such as base salary, short-term incentives, long-term incentives, health and welfare, and retirement programs. Summarizes findings, draw conclusions, and make recommendations about total rewards programs to project teams.
- Calculates the budget impact on the total organization
- Manages benefits delivery including partnering with vendors.
- Ensure our reward provision is cost effective through budget management and that we are receiving a good return on our investment in this area e.g. private medical cover, pension.
- Conducts analysis and reporting as required (e.g. pay gaps) and support with the mandatory disclosures of data like this.
- Develops strong relationships with functional leaders to help the business achieve its strategic ambitions.
- Provides support to build and deliver compensation-related training materials.

- **HR Data Management**
 - Ensures sensitive HR data and related processes are properly handled in line with legal requirements, confidentiality policy and best practices;
- **Compliance:**
 - Knows and understand local employment related legislation and Corporate rules (i.e. labor laws, wage and employment related taxes, working program, Social Compliance practices, Data Privacy & Data safety, etc), ensuring compliance with all legal or regulatory requirements. Monitors legal and regulatory changes to ensure compliance.
- **Influence & Build Relationships:**
 - Helps HR Business Partners/managers to become the key interface for all employee rewards related matters and programs – e.g. base salary practices, bonuses/commission, pay policies, allowances and long-term incentives.
 - Develops a broad network of relationships inside the organization at various levels, promoting learning, capability and development of others.
 - Participates in the Lactalis Romania Group wide teams, projects and initiatives concerning HR issues.
- **Integrity:** Model and promote Company's values, acts ethically and complying with all Company and legal requirements. Maintains highest level of confidentiality.
- **Communication:** Promote effective communications and employee positive relations.

EXPERIENCE / JOB RELATED SKILLS

Skills & Competencies

- Proven knowledge & practical application of Romanian HR practices and employment laws;
- Good understanding of the HR processes;
- Time management skills, with the ability to perform multiple tasks in a fast-paced environment, consistently meeting deadlines with accurate and detailed results;
- Ability to develop strong working relations at all levels;
- Initiative, solution and action oriented with problem solving skills;
- Planning & Reporting skills;
- Process oriented, with proactive approach following results & discipline;
- Ability to work independently and be also part of a virtual team environment;
- Reliable person able to assume responsibility. Ethical and empathetic;
- A fast learner, willing to invest time and effort in further building his/her proficiency.
- Strong analytical, reasoning and synthesis ability, agility and ability to manage complexity;
- Attention to details;
- Strong communication and interpersonal skills are essential to effectively interact with all stakeholders internally and externally;

Education

- *Bachelor's degree*, preferably in Economics or Business Administration. Human Resources certifications related to specific job duties is preferred;

PC skills

- Proficiency in MS Office; advanced Excel user;
- Prior Working Experience with CHARISMA would be a plus;

Languages

- Fluent in English, both written and spoken (mandatory);
- French language knowledge is a plus

Required Working Experience

- Min. 5 years of experience in a similar position, ideally in FMCG.

To apply for this opportunity, please send your CV to ana.cambei@albalact.ro. Thank you!