

# Compensation and Benefits Manager Eastern Europe (EG)

## 工作职责

- Main Compensation and Benefits contact for Eastern Europe covering Romania, Hungary, Serbia, Czech Republic, Slovakia.
- Ensure compliance with collective agreements, local law, and company policies related to compensation and benefits
- calculation and forecasting of elements of collective agreement in case of changes
- Define and align wage and salary increase
- Manage the annual compensation processes, including salary increases, bonuses, and other incentive programs
- Conduct regular market analysis and salary surveys to ensure our compensation packages remain competitive
- Collaborate with HR business partners and management to address compensation-related issues and provide expert advice
- Analyze compensation data and prepare reports for management, providing insights and recommendations
- Oversee the administration of employee benefits programs (without pension)
- Standardization, Digitalization and harmonization of Eastern European Compensation processes
- Stay up-to-date with trends in compensation and benefits, particularly within the automotive industry and the local markets
- Develop and implement communication plans to educate and train employees about their compensation and benefits packages

## 职位要求

- Bachelor's degree in Human Resources, Business Administration, or a related field; Master's degree preferred
- Minimum of 5 years of experience in operative HR management and compensation
- In-depth knowledge of labor laws, collective agreements, and employment practices
- Excellent knowledge of HR information systems and advanced proficiency in Microsoft Office Suite, especially Excel
- Excellent communication and interpersonal skills, with the ability to interact effectively with all levels of the organization
- Fluency in English (both written and spoken)
- Demonstrated ability to handle confidential information with discretion and maintain a high level of professionalism
- Strong project management skills and ability to meet deadlines in a fast-paced environment

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