

Role Description

Compensation & Benefits Manager



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment expertise advisory developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

Position

We are looking for a **Regional Compensation & Benefits Manager** to support DFDL in Phnom Penh, Cambodia.

Reports to:	CEO, CFO, Regional HR Director
Key external relationships:	Office Managers, Finance Managers, Partners and other staff
Key internal relationships:	Partners, Directors, Senior Managers and other staff
Salary range:	Competitive commensurate with experience and qualifications
Position type:	Full Time – Regular
Commencement:	To be agreed

Main duties of the role

- Employee benefits: delivery of benefits processes such as, healthcare, health and risk insurances, holiday hours, bonuses etc.
- Remuneration: review and reporting of the annual salary, bonus, monthly remuneration etc.
- Benchmarking: manage the compensation benchmarking processes, and analyze competitive market data to ensure that DFDL remains employer of choice for employees and new joiners;
- Secondments: support the process of international secondments (incoming and outbound);
- Appraisals: working with the HR team to support and record the appraisal process;
- Budgeting: delivery of data for annual salary and headcount planning;
- Payroll: monitoring and control of the monthly payroll;
- Providing support and mentoring to the Office Managers: continuously ensure efficiency and effectiveness of the department's HR (administration) processes;
- Management information and data: provide management information and data to internal stakeholders (partnership and management);
- Keeping up to date with market developments and trends and assessing the impact of new regulations / legal requirements on the compensation and benefits processes; And
- Projects: participating in HR activities and projects.

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Since 1994

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Competencies Knowledge & experience

- University degree and a minimum of 5 years of relevant and demonstrated compensation & benefits experience gained in a large commercial environment, ideally Professional Services;
- Active involvement in the successful delivery of annual salary and bonus reviews
- Current knowledge of compensation and benefits best-practices;
- Experience with managing benchmarking processes;
- Experience with monitoring payroll processes;
- Highly proficient in English;
- Excellent computer skills including strong knowledge of Excel.
- Further, you will be able to demonstrate the following competencies:
- Analytical skills: ability to comprehend complex data and strong numerical capability to support budgeting processes and financial analysis activities;
- Quality focused: a high level of accuracy and attention to detail;
- Flexible in approach: ability to balance priorities and to deliver multiple tasks under pressure within a demanding environment;
- You are able to work independently and enjoy taking initiative and completing work autonomously.
- Hands-on mentality: willingness to work hands-on with the (HR)-team when necessary.

Contact Details:

Applications should be submitted by email to:

Ms. Malika Bendifallah – Regional HR Director

Email: Careers@dfd.com

Website: www.dfd.com

Link to our online job announcement: <https://apply.workable.com/dfd/j/DB154DD185/>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and only shortlisted candidates will be contacted.