

## Officer/ Senior Officer, Compensation & Benefits

### ROLE:

**Rank:** Officer Grade II - Senior Officer

**Job Location:** Dhaka

**Reports to:** Manager, Compensation & Benefits

**Department:** Human Resources

### CORE RESPONSIBILITIES:

- Ensure compensation and benefits standards in compliance with company's policies and/or other regulations
- Design competitive employee packages in line with company's policies & guidelines
- Process and disburse monthly salary timely and accurately
- Implement Salary Revision, Increment, Promotion, Confirmation & Contract renewal of employees
- Compute and analyze PF, Gratuity and other funds provided by the company
- Compute Bonuses and other allowances as per company's policies and disburse subsequently
- Analyze various incentives proposals meticulously, calculate and pay accordingly
- Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention
- Administration of Staff Loan Proposals
- Administration of Health & Life Insurance as per Company Policy
- Final Settlement of outgoing employees and make necessary adjustments
- Effective Communicate with employees on compensation and benefit related queries
- Prepare report by collecting, analyzing and summarizing data and trends
- Ensure submission of various periodical reports to concerned internal and external stakeholders
- Review and update existing policies of the Company & implement the changes

### EDUCATIONAL REQUIREMENTS

- Minimum CGPA 3 out of 4 in graduation /post-graduation with a major in HRM/ Management/ Business Administration from reputed university

### EXPERIENCE REQUIREMENTS

- Minimum 3-4 years of experience in Payroll
- Candidates with experience from Banks & NBFIs will get preference

United Finance Ltd. is an equal-opportunity employer.

Interested candidates are encouraged to share their updated resume at "[HR@ulc.com.bd](mailto:HR@ulc.com.bd)", mentioning NID number and attaching recent photograph, mentioning the position name in the subject line of the mail.

Application Deadline: May 17, 2021