



## **Senior Compensation and Benefits Analyst**

Kiva Systems, Inc. is a rapidly growing Boston area robotics company that is revolutionizing supply chain operations. The Kiva Mobile Fulfillment System uses hundreds of mobile robots to automate distribution centers, dramatically increasing both productivity and flexibility. Our customers are national retailers, large catalog operators, e-commerce and other companies that ship direct to consumers, businesses and retail stores. Please see [www.kivasystems.com](http://www.kivasystems.com) for more information about us.

For our growing Human Resources team, Kiva is seeking an experienced Senior Compensation and Benefits Analyst who will ensure Kiva's Compensation and Benefit plans are in line with Human Resources' goals by evaluating and keeping current with employee needs, compensation and benefit trends, products, programs and regulations to create a competitive Total Rewards program.

The ideal candidate will possess excellent people skills, creativity, enjoy problem solving both independently and in team settings and enjoy working in a fast paced environment. This position reports to the Director of Human Resources.

As the Senior Compensation and Benefits Analyst you will be responsible for the following:

- Assists in developing, administering, and implementing new compensation programs for base pay, incentive pay, sales compensation, executive compensation, and the performance management process. Conducts research using appropriate surveys, publications, internet, and other media and provides recommendations for appropriateness of possible organization allocations.
- Provides recommendations for new or revised benefit and compensation policies, processes, and procedures, and ensures that implementation occurs timely and policies and procedures are followed consistently.
- Conducts internal job analysis and evaluation to ensure appropriate classification and grading of jobs, and conducts external job analysis and evaluation by participating in and completing salary surveys to ensure market data is valid and useful. Provides recommendations based on findings to Compensation management team, and develops market pricing and job evaluation methodologies for team members to follow consistent processes and analysis.
- Advises managers in job description design, and provides development assistance as necessary. Reviews job descriptions to ensure completed descriptions meet legal and internal criteria.
- Maintains and develops databases for compensation programs and evaluation results.

- Plans, develops, and presents recommendations for competitive employee benefits programs to include medical, dental, vision, life & AD&D insurance plans, FSA, and retiree insurance plans, etc.
- Oversees the administration of benefits programs, maintains plan documents, ensures compliance with applicable benefits and tax legislation
- Conducts research and prepares recommendations regarding all benefit plans
- Partners with other departments (Finance, HRIS, Payroll, IT, etc.) as well as external vendors. In particular, focus on interfaces and process improvements across departments
- Ensures consistency in plan administration and regulatory compliance, including the preparation and mailing of SARs, SMMs and 5500s
- Stays abreast of emerging employee benefits trends and legislation and keeps department informed of the impact of potential regulatory changes
- Reconciles benefits accounts and the billing process
- Embraces Kiva's core values, Competitive, Innovative, Friendly, Customer Focused, Fast, Results Driven, Grounded and Flexible, by role modeling and supporting all teams to do the same.

**Requirements:**

- 5 + Years Compensation and Benefits experience.
- BA/BS in Human Resources/related field or equivalent experience.
- International compensation and benefits experience highly regarded.
- Strong written, verbal and interpersonal skills.
- Proficient in using PAYCHEX or other on-line payroll and HRIS systems.
- Ability to establish and maintain effective working relationships with internal and external partners.

Send qualified resumes to [jobs@kivasystems.com](mailto:jobs@kivasystems.com) and put your name and the job title on the subject line.