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JOB DESCRIPTION

Job Title	Human Resources Analyst, Compensation & HRIS
Company	AMB Property Corporation®
Department	Human Resources – San Francisco Global Headquarters
Manager	VP, Human Resources

Position Overview

The HR Analyst will support the Human Resources department in analytical projects and processes primarily in the compensation, budgeting and global mobility functions.

Major Responsibilities

- Maintain and execute tools, processes and policies surrounding global compensation practices including classification, focal compensation reviews, promotion and incentives
- Provide budgeting analysis including headcount costing and regional P&L support
- Administer executive compensation programs including nonqualified deferred compensation, proxy reporting and data flow to third-party financial counseling services
- Administer the global mobility program to support and coordinate expatriate assignments
- Assist with the maintenance of global pay market intelligence to support the corporation's competitive compensation and benefits philosophy
- Partner with the global staffing function to provide analysis of local compensation trends and comparator information to assist with recruiting new talent
- Coordination of the Human Resources Information System (HRIS) data inflows and outflows. Data integrity is essential to the company as the HRIS is the primary source for employee information, payroll and time tracking

Education/Experience

- Minimum of 4 years experience in an analytical role within a Human Resources (or equivalent) department; international program experience preferred; Bachelor's degree or equivalent
- Knowledge of global compensation practices, wage and hour laws and general employment regulations
- Excellent communication skills, written and oral, and interpersonal skills: confident and able to communicate at all levels of the organization
- Commitment and ownership of job responsibilities; deadline oriented; ability to maintain confidentiality of sensitive information
- Anticipatory thinker – able to understand concepts and processes quickly in a fast-paced environment with rapidly changing priorities
- Excellent organization skills and meticulous attention to detail; process oriented
- Advanced proficiency in Microsoft Office applications – Word, Excel, Access, Outlook and experience with HR information systems and reporting modules

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