

Compensation Analyst

Houston, TX

Overview

When you join Hines, you will work alongside innovative leaders who set the standards responsible for our reputation as an industry leader today, and you'll be a part of shaping our future in the years to come.

Responsibilities

As a Compensation Analyst with Hines, you will assist with administering the company's compensation programs and evaluating and analyzing data. Responsibilities include, but are not limited to:

Assist with annual merit process for the United States and international locations.

- Identify and participate in compensation surveys to obtain the highest quality market data possible to benchmark internal pay practices.
- Conduct ongoing analysis to support market pricing and assist manager with making informed decisions with regards to salary range, titles, and FLSA status.
- Partner with the regional HRBP and Talent Acquisition group to understand business needs, job requirements, and organization design to evaluate jobs. Market price positions as needed.
- Participates in the annual salary administration of programs, including salary structure creation and maintenance.
- Assist with the creation of job descriptions as needed.
- Participates in other projects and ad hoc requests as delegated.

Qualifications

Minimum Requirements:

- Bachelor's degree in Accounting, Finance, or Human Resources related field of study from an accredited institution.
- Two years of compensation experience; general knowledge of employment laws.
- Experience with market pricing jobs and working with survey vendors who provide market data.
- Performs work under general supervision, with a solid working knowledge of subject matter.
- Knowledge of Payfactors or other compensation related software.
- Proficient at performing numerical and financial calculations.
- Advanced knowledge of Microsoft Excel
- Good communications skills to build relationships with individuals at all levels.
- Workday experience preferred, but not necessary.
- Ability to maintain strict confidentiality.

- Excellent organizational and multi-tasking skills. Ability to establish priorities and manage deadlines in a fast-paced environment.
- Exercises a strong customer service orientation, sense of urgency, and ability to anticipate internal and external customer needs and acts accordingly.
- Takes initiative and follows through to completion on all areas of responsibility.
- Strong attention to detail and ability to demonstrate high performance standards.

Closing

Hines is a privately owned global real estate investment firm founded in 1957 with a presence in 240 cities in 27 countries. Hines oversees a portfolio of assets under management valued at approximately \$160.9 billion¹, including \$81.7 billion in assets under management for which Hines serves as investment manager, and \$79.2 billion representing more than 172.9 million square feet of assets for which Hines provides third-party property level services. Historically, Hines has developed, redeveloped or acquired approximately 1,450 properties, totaling over 485 million square feet. The firm has more than 180 developments currently underway around the world. With extensive experience in investments across the risk spectrum and all property types, and a pioneering commitment to ESG, Hines is one of the largest and most-respected real estate organizations in the world. Visit www.hines.com for more information. ¹Includes both the global Hines organization as well as RIA AUM as of December 31, 2020.

Please [click here](#) to apply.

We are an equal opportunity employer and support workforce diversity.

No calls or emails from third parties at this time please.