

## **HR Compensation Analyst (Jacksonville, FL)**

### **JOB SUMMARY:**

Crowley is looking for an HR Compensation Analyst to administer the compensation structure including executive compensation and manage FMLA. The ideal candidate would be an analytical problem solver who is comfortable with technology.

### **ABOUT US:**

Jacksonville-based Crowley Maritime Corporation, founded in San Francisco in 1892, is a privately held family and employee-owned company that provides diversified transportation and logistics services in domestic and international markets by means of six operating lines of business: Puerto Rico/Caribbean Liner Services, Latin America Liner Services, Logistics Services, Petroleum Services, Marine Services and Technical Services. Offered within these operating lines of business are the following services: liner container shipping, logistics, contract towing and transportation; ship assist and escort; energy support; salvage and emergency response; vessel management; vessel construction and naval architecture; government services, and petroleum and chemical transportation, distribution and sales.

We are a family and employee owned company that was founded over 100 years ago. Crowley encourages its employees to grow and develop within the company and believes our diverse workforce contributes tremendously to our success.

Crowley is committed to providing a safe, secure and healthy workplace to each of its employees; fulfilling the safety, security, environmental and quality requirements of our customers; and continually improving our Environmental Stewardship through prevention of pollution and protection of the environment. To do this, every Crowley employee is responsible for developing sufficient knowledge of the Management System in order to support these goals.

### **JOB DESCRIPTION:**

Responsible for the day-to-day administration of Human Resources policies, programs and processes including the following: compensation analysis, database maintenance and administration, salary survey analyses – including some international salary surveys, and Family Medical Leave Administration (FMLA). Ensures adherence to Federal and State employment laws and company policies. Provides specialized support for the HR function in the areas of performance bonus and merit cycle processes, ePerformance administration, executive compensation, company-wide email distribution, etc. Responsibilities include reporting and analysis, contributing to the planning and execution of annual goals and objectives, supporting and participating in the department functions, and other ancillary functions of the HR team.

### **REQUIRED EXPERIENCE & EDUCATION:**

3-5 years of experience in Finance, Financial Reporting and/or Human Resources with exposure to Federal and State employment laws, compensation analyses and system reporting. Requires excellent organizational and computer skills, to include the MS Office suite. Exposure to PeopleSoft a plus. Must possess skill sets and demonstrate proven experience developing, improving and streamlining processes to meet established goals and objectives. Requires the ability to effectively manage multiple individual and team projects that may vary in nature and scope.

Bachelor's degree in business or related field or equivalent work experience.

### **WORKING CONDITIONS:**

Normal office environment with little exposure to excessive noise, dust, temperature and the like. Extended use of computer keyboard and viewing of computer monitor and ability to sit for long periods of time. Ability to work long hours and travel as required. Must comply with all work rules, including those that pertain to safety and health.

### **COMPENSATION & BENEFITS:**

We offer a competitive salary and benefits package including: Medical, Dental, Prescription, and Vision

Insurance.

Other benefits include:

- \* Flexible Spending Accounts (FSA)
- \* Matching 401k
- \* Tuition Assistance
- \* Employee Assistance Program
- \* Group Life Insurance
- \* Short-term and Long-term Disability Coverage
- \* Paid Vacation, Sick, and Holiday Time
- \* Employee Activity, Wellness Programs, and Discounts.

**CONTACT INFORMATION:**

Crowley Maritime Corporation

Attn: Human Resources Dept.

E-mail resume to: [resumes@crowley.com](mailto:resumes@crowley.com)

Must be U.S. work authorized.

Crowley is an Equal Opportunity Employer. For affirmative action purposes and to assist in our compliance with federal government record keeping, we would request that you complete a voluntary self-identification information form. All information provided will be kept confidential and separate from your application data. This form can be accessed by going to this link:

<http://www.crowley.com/careers/voluntary-information.asp>