Secretary Compensation and Benefits Package

Name:

Institution:

The organization I am designing a compensation package for is a company that offers shipping services within the United States and international market. The position I am doing for recruitment is that of a company secretary. The secretary will be engaged in the office of the human resources director. She will handle all paperwork and do correspondences for all duties within the department as instructed by the human resources director. The position will come with several benefits apart from the monthly salary as stated herein.

Based on the research on data availed on the bureau of labor statistics website, the secretary will be paid a monthly salary of $30 per hour. The amount is in line with the comparative analysis on the extent to which secretaries are engaged by organizations in the same industry and the prevailing market rates. The pack is set in a bid to attract the best talent in the market and making the position competitive. The company will benefit in the long run after having getting a candidate who offer the value for money paid to them (Bureau of Labour Statistics, 2019).

The secretary’s position will be have be based on a 40 hour work-week and non-exempt. Overtime payments will not be introduced until the management gives an approval. Overtime payment will be at $20 per hour although it may be adjusted based on the amount of work the secretary will have done during the overtime hours.

The employee will also be offered additional benefits such as medical cover for the secretary and her family and a leave allowance at rates that will be determined by the company’s management. The medical cover can include dental cover, vision cover, inpatient and outpatient. The secretary will also be given a bonus based on her performance from the annual appraisals done by the company. A happy employee who does not worry about how she or her family will get access to medication makes her focus fully on her job and delivers effectively. The rates of yearly cover will also be determined by the management (Pratt, 2014).

The secretary will also be liable for training as this is part of the human resources development program for every employee. Harnessing new skills will make the employee feel valued in the company and will be willing to even go a notch higher in her delivery within the company. Just like in every company employee development opportunities help improve the delivery of the employees directly in their areas of work (Group, 2015).

Providing the employee with lunch perks will also be ideal at least once a month at a rate that will be determined by the management. In normal work scenarios, secretaries tend to work overtime and even end up working beyond the lunch hours. The secretaries’ workplan in most cases are in line with that of their bosses and if the boss is busy, they may end up spending the whole day on their desks (Group, 2015). It would thus be in order for the management to plan meals for the secretary on busy days if not every day. Secretaries need energy in order to deliver effectively in their line of duty.

The Secretary can also be enrolled in the company’s pension plan as it shows that the company cares for the welfare of the employee by the moment she will be out of work. Employees like knowing if indeed an employer has in place plans for them by the time they are leaving an employment or they are only valued when still working in the organization. As such the management can come up with a plan on the amount they can offer as their contributions to an employee’s pension.

Reference

Group, B. (2015). *Mandated Benefits Compliance Guide 2015.* Chicago: Aspen Publishers.

Pratt, D. (2014). *Pension and Employee Benefit Statutes and Regulations 2015: Selected Sections.* New York: West Academic.

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