

# Office DEPOT<sup>®</sup>

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## Director, Compensation (Remote)

### **Overview**

The ODP Corporation is seeking a highly qualified, experienced, and innovative compensation leader to join our team as the Director of Compensation. In this role, you will be responsible for overseeing all non-executive compensation programs and administration, including broad-based and sales compensation design and strategy. As a crucial member of both our Total Rewards and Human Resources leadership teams, you will have the unique opportunity to shape, innovate and optimize our compensation programs to attract, retain, and motivate talented associates and drive business performance.

### **Primary Responsibilities:**

- **Compensation Strategy:** Develop and implement comprehensive compensation strategies that align with the Company's overall goals, values, and market trends. Ensure that compensation programs drive employee engagement, business performance, and retention.
- **Broad-Based Compensation:** Design, administer, and manage the organization's broad-based compensation programs, including salary structures, and annual salary review processes. Ensure internal equity and external competitiveness of compensation packages for various job levels and functions.
- **Variable/ Sales Compensation:** Develop and optimize variable and sales compensation plans to drive and reward business performance. Collaborate with senior business unit leaders to understand business strategies and objectives and translate them into effective incentive plans that motivate and incentivize our associates.
- **Management Responsibility:** Lead and manage a team of compensation professionals responsible for the management and administration of the Company's compensation programs. Provide guidance, coaching, and support to ensure the team's success, engagement and professional development.
- **Market Research and Benchmarking:** Maintain a deep understanding of market trends, best practices, and industry benchmarks related to compensation. Direct regular benchmarking analyses to ensure our compensation programs remain competitive and compliant with legal standards.
- **Policy and Compliance:** Ensure compliance with all federal, state, and local laws and regulations related to compensation. Develop and communicate compensation policies and guidelines to managers and employees, ensuring consistent application and adherence across the organization.
- **Data Analysis and Reporting:** Utilize data-driven insights to evaluate the effectiveness of compensation programs. Prepare and present regular reports to senior leaders, highlighting key metrics, trends, and recommendations for improvements.
- **Collaboration and Communication:** Partner with cross-functional teams, including HR Business Partners, HR Center of Excellence Partners, Finance, Legal, and other key business unit stakeholders, to ensure alignment and collaboration on compensation initiatives. Communicate effectively with managers and associates to address questions, provide guidance, and enhance overall understanding of compensation programs.

## **Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, Finance, or related field. Advanced degree preferred.
- Minimum of 8-10 years of progressive experience in compensation design, strategy, and administration, preferably with a focus on both broad-based and sales compensation.
- Proven track record of developing and implementing effective compensation programs in a complex organization.
- In-depth knowledge of compensation best practices, market trends, and legal requirements.
- Strong analytical and quantitative skills, with the ability to interpret data, identify patterns, and provide actionable insights.
- Excellent communication and interpersonal skills, with the ability to effectively collaborate and influence stakeholders at all levels of the organization.
- Ability to work in a fast-paced environment, manage multiple priorities, and meet deadlines.
- Certification in compensation (e.g., CCP, GRP) is a plus.

**About The ODP Corporation:** The ODP Corporation (NASDAQ:ODP) is a leading provider of products and services through an integrated business-to-business (B2B) distribution platform and omnichannel presence, which includes world-class supply chain and distribution operations, dedicated sales professionals, a B2B digital procurement solution, online presence, and a network of Office Depot and OfficeMax retail stores. Through its operating companies Office Depot, LLC; ODP Business Solutions, LLC; Veyer, LLC; and Varis, LLC, The ODP Corporation empowers every business, professional, and consumer to achieve more every day.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification and are not intended to be a complete list of all responsibilities, duties and skills required of associates so classified. Other duties may be assigned.

**Pay, Benefits & Work Schedule:** The company offers competitive salaries, a benefits package, which includes a 401(k) and more, along with plenty of opportunity to move and grow within our organization! For immediate consideration for this exciting position, please click the Apply Now button.

**Equal Employment Opportunity:** The company is committed to providing equal employment opportunities in all employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, citizenship status, marital status, age, disability, protected veteran status, sexual orientation or any other characteristic protected by law.

We will consider for employment qualified applicants with arrest and conviction records City & County of San Francisco Fair Chance Ordinance.